

RESOLUTIONS FOR ORGANIZATION MEETING 2011

1. A Resolution that the Supervisor shall submit to the Town Clerk within sixty days after the close of the fiscal year, a copy of the Adjusted Annual Update Document reported to the State Comptroller and acceptance of general, highway and water district Town monies received and disbursed throughout the year. (Town Law section 29; Subdivision 10A.)
2. A Resolution that any Town officer/employee should be compensated for the use of their automobiles in the performance of their official duties at the rate of \$0.51 cents per mile as determined by the IRS; rate is subject to fluctuation.
3. A Resolution that the Town Clerk appoints Michele Hoffman and Abbie Verner as Deputy Town Clerks.
4. A Resolution that the Town Supervisor appoints Dixie Lee LeBlanc as Registrar of Vital Statistics; and Dixie Lee LeBlanc appoints Cynthia Thompson as Deputy Registrar of Vital Statistics.
5. A Resolution that the Town of Long Lake pay full-time employees the following twelve holidays:

Note: New Year's Day (Saturday, 01/01/2011) was observed Friday, 12/31/2010

**Martin Luther King, Jr. Day on Monday, 01/17/2011;
President's Day on Monday, 02/21/2011;
Good Friday on Friday, 04/22/2011;
Memorial Day observed Monday, 05/30/2011;
Independence Day on Monday, 07/04/2011;
Labor Day on Monday, 09/05/2011;
Columbus Day on Monday, 10/10/2011;
Veteran's Day on Friday, 11/11/2011;
Thanksgiving on Thursday & Friday, 11/24&25/2011;
Christmas Day observed on Monday, 12/26/2011.
New Year's Day (Sunday, 01/01/2012) observed Monday, 01/02/2012**

No additional days off with pay will be granted to Town employees other than the above holiday dates without prior approval of the members of the Town Board.

6. A Resolution to pay, if requested, dues to the following associations and organizations, said list not being all inclusive: Association of Towns; The

Hamilton County Association of Highway Superintendent's; New York State Magistrate's Association; Town Clerk's New York State Association; Town Clerk's Tri-Lakes Association; New York State Supervisor's Association; New York State Assessor's Association; Hamilton County Assessor's Association; Adirondack Association of Towns and Villages; NYS Nurses Association; NYS Snowmobile Association; Northern Adirondack Code Enforcement Official's Association and Central Adirondack Association.

7. A Resolution that the Town of Long Lake must enforce the New York State Uniform Fire Prevention and Building Code; must have a Code Enforcement Officer who shall be paid in accordance with the amount in the 2011 Town Budget. The Town Board appoints Harry D. Buxton as Code Enforcement Official according to Local Law #2 of the year 2008, as amended.

8. A Resolution authorizing the Town Supervisor to appoint a Town Historian from Long Lake and a Town Historian from Raquette Lake who shall each promote the establishment and improvement of programs for the management and preservation of local government records with enduring value for historical or other research; encourage the coordinated collection and preservation of non-governmental historical records by libraries, historical societies, and other repositories; and carry out and actively encourage research in such records in order to add to the knowledge, understanding and appreciation of the Town of Long Lake's history. Those appointments are Jeanne F. Plumley, Long Lake and James Kammer, Raquette Lake. (Education Law Section 148.)

9. A Resolution that members of the public may speak only at the discretion of the Town Board during all open and public meetings.

10. A Resolution that the regular meetings of the Town Board of the Town of Long Lake be held the second and last Wednesday of each month at 7:30 PM. (Town Law Section 62.) Exception: The last meeting in November will be changed to Tuesday, November 22, 2011.

Warrants will be approved at the last monthly meeting. All Town Board meetings will be held at either the Long Lake Town Hall, Long Lake Library, Geiger Arena, Rescue Squad Meeting Room or Raquette Lake Union Free School Gymnasium unless otherwise announced. Additional Town Board meetings may be called by the Town Supervisor or Town Board as necessary.

11. A Resolution that vouchers are due on the Wednesday before the second monthly meeting, with the exception of November when vouchers will be due Tuesday, November 22, 2010. All vouchers turned in after the designated day will be held until the next scheduled payment of warrants.

12. A Resolution that the following banks are hereby designated as the official depositories for the Town of Long Lake and that the Town Supervisor, Town Clerk, Deputy Clerks and Town Justices shall deposit all funds coming into their hands in their official capacities in said banks:

**Community Bank , Long Lake Branch
NBT Bank, N.A. of Norwich, NY, Lake Placid Branch;
Champlain National Bank, Elizabethtown Branch
Glens Falls National Bank, Glens Falls, NY
(Town Law Section 64, Subdivision 1.)**

13. A Resolution designating the Town Supervisor as Chief Fiscal Officer and, as such, is authorized to invest surplus money at the best available rates as stated in the Town of Long Lake Investment Policy. (General Municipal Law 11.)

14. A Resolution authorizing the attendance at the 2011 Association of Towns Annual Meeting & Training School for all elected Town officials and appointed officials and employees with all actual and necessary expenses being a proper Town charge.

15. A Resolution to appoint the Town Supervisor as Budget Officer for 2011. (Town Law Section 103.)

16. A Resolution authorizing Long Lake Town Justices to appoint or hire Justice Clerks and/or court stenographers as necessary. The Town Justices appoint Tina Burnett as Justice Clerk.

17. A Resolution that the Town of Long Lake Board of Assessment Review Members be compensated one hundred dollars (\$100) for each day assessment review services are performed or mandated.

18. A Resolution that the salaries of all elective and appointed officers and employees be fixed as to the amounts respectively specified in the notice of public hearing upon preliminary budget of 2011 as follows:

Town Supervisor	\$36,954.72
Town Justices, each (2)	10,840.56
Town Council Members, each (4)	4,143.84

Town Clerk	30,000.00
Town Highway Superintendent	36,382.08
Sole Elected Assessor	28,085.52

RESOLVED that Highway Employees will be paid at an hourly rate according to the salary grade schedule as follows:

Foremen	16.15 - 19.06
MEO/laborer	14.72 - 17.65
Laborers, temporary	12.26 no limit
MEO/temporary	14.34 no limit

RESOLVED that Water District Employees will be paid at an hourly rate according to the salary grade schedule as follows:

Employees, permanent	11.94 - 19.61
Employees, seasonal	11.58 no limit

RESOLVED that General Fund employees will be paid at an hourly rate according to the salary grade schedule as follows:

Employees, permanent	10.53 - 25.93
Employees, seasonal	11.58 no limit

RESOLVED that all General Fund employees will be paid an annual salary as follows:

Historians (2) each	1766.88
Dog Control Officer	3001.20
Deputy Dog Control	632.88
Deputy Town Supervisor	1338.48
Cemetery Custodian (of record)	2243.52
Deputy Highway Superintendent	No compensation

RESOLVED that all permanent, year-round employees will receive annual longevity payments after 13 years of service. Annual payments will increase after 18 years of service, 23 years of service, 28 years of service, etc. in accordance with the longevity policy as approved by the board on 12/10/97.

19. A Resolution whereas the Town Board authorizes the Supervisor to designate a confidential secretary/bookkeeper and a confidential secretary.
Town Law Section

29. Subdivision 15. The designations are Cynthia Thompson, confidential secretary/bookkeeper, and Jennifer Crim confidential secretary. The Board appoints Jennifer Crim as bookkeeper.

20. A Resolution whereas the Town Board appoints the position of Dog Control Officer to the Town of Long Lake: Donald Hoffman is appointed Dog Control Officer; Dixie Lee LeBlanc is appointed Deputy Dog Control Officer. Agriculture and Markets Law sections 108, 115, 115a, 120, 122, 126.

21. A Resolution appointing Cynthia Thompson and Jennifer Crim as bookkeepers to the Highway Superintendent and for Water Districts #1 and #2 Funds.

22. A Resolution whereas all elected and appointed Town officials and employees be authorized, with the approval of the Town Board, to attend any authorized school or seminar with all actual and necessary expenses being a proper Town charge as stated in the Town of Long Lake Employee Handbook dated 12/09/08.

23. A Resolution authorizing the payment in advance of audits of claims for public utility service; employee benefits; Parks, Recreation and Tourism contractual events; postage stamps, bond payments, freight and bid-procured purchases which have been awarded by the Board (Town Law Section 118, Section 2) and any vouchers that come before the Board for approval as a "pre-paid".

24. A Resolution establishing the petty cash fund for Parks and Recreation in the amount of \$200.00.

25. A Resolution to establish the standard work day for appointed and elected officials in the New York State Employee's Retirement System at six (6) hours as the standard full time work day for the following list of individuals until a record of activities is compiled and submitted, filed and reported.

Councilmen	4 days per month each
Sole Assessor	15 days per month
Supt. of Highway	21 or 22 days per month
Town Clerk	21 or 22 days per month

Raquette Lake Justice	12 days per month
Long Lake Justice	12dayspermonth
Supervisor	21 or 22 days per month
Physician	21 or 22 days per month
Code Enforcement Officer	18 days per month

To further establish from this schedule that the above listed work days be reported to the Retirement System for credit for the individual's retirement accounts, and

That the Highway Department, General Fund and Water Department work day is established at eight (8) hours per day with starting times adjustable, upon approval of the Town Supervisor. The Supervisor is authorized to establish a shorter day for part-time employees on an individual basis with Town Board approval.

26. A Resolution whereby the vendor claimant's certification on a voucher does not have to be completed when accompanied by an invoice unless requested by the department head or Town Supervisor.

27. A Resolution that the Glens Falls Post Star is determined to be a newspaper having a general daily circulation in this Town, and further that said newspaper is hereby designated as an Official Daily Newspaper for the Town of Long Lake, New York in which all legal notices may be published.

28. A Resolution to designate Official Posting areas (Town Clerk Bulletin Board) for Public Notices in Long Lake as:

- (1) the outside window box at the Town Office Building, and
- (2) the inside (unlocked) entryway at the Town Hall, and
- (3) in Raquette Lake as the outside window box of the Raquette Lake Supply wall, and
- (4) the Town Website.

Aforementioned locations were selected for their 24 hour, 7 day/week accessibility to the Public.

29. A Resolution that department heads or designees may be requested to attend Board meetings where warrants are audited (end of the month) and may be requested to attend certain regular and/or special Town Board meetings.

30. A Resolution that the Town Supervisor shall have the authority to enter into all necessary agreements to purchase materials, supplies and equipment with a limit of \$2,000.00 or less; and utilizing the procurement policy where applicable.

31. A Resolution authorizing checks to be signed with the facsimile signature of the Town Supervisor, as reproduced by a check signer. (Town Law, #29 (3)).
32. A Resolution that the Town Board appoints Dixie Lee LeBlanc, Town Clerk, as agent to issue parking permits to people with disabilities as required by the NYS Vehicle and Traffic Law.
33. A Resolution that the Town Board establishes the Office of Deputy Supervisor. Town Law section 42. The Supervisor appoints Cynthia Thompson.
34. A Resolution that the Town Board establishes the Office of Deputy Highway Superintendent; the Highway Superintendent appoints Steven Burch as Deputy Highway Superintendent.
35. A Resolution that the Town Board contracts with Russell E. Rider, MD to provide medical services to the community for \$46,000.00 in 2011.
36. A Resolution whereas the Town Board, as the Long Lake Board of Health (Public Health Law, Section 302 (2)), appoints Russell E. Rider, MD to the position of Health Officer of the Town of Long Lake and Chief Executive Officer of the Board of Health (Public Health Law, Section 320 (1) and 308 (a)).
37. A Resolution that the Town Board appoints Carl T. Ferrentino, Attorney and Counselor at Law of Albany, AND Karen Martell of Lemery Greisler LLC of Saratoga Springs, as Town Attorneys. The following attorney(s) may be used for specific purposes and Daniel G. Vincelette, PC, Attorney and Counselor at Law of Albany for Article 7 cases.
38. The Board appoints John Deming of Adirondack Professional Services, Elizabethtown, NY as Town Surveyor.
39. A Resolution for the following contract for the Superintendent of Highways:
- The Town of Long Lake Highway Department shall maintain a work force the equivalent of seven full-time positions. The permanent work force shall consist of at least two foremen (MEO's), one in Long Lake and one in Raquette Lake; three MEO's/laborers, and one mechanic/MEO/laborer. Other full-time

employees may be assigned to assist the Highway Department; any further staffing will only be done with prior permission from the Town Board.

The Town Highway Superintendent shall have the authority to enter into all necessary agreements to purchase parts, road materials for repairs and improvements, outside repair contracts, leases and equipment purchases up to a limit of \$1,000.00 in value. With the agreement of the Town Supervisor, this authorization is extended to \$5,000.00 on any of the above expenditures.

Pursuant to the provisions of Section 284 of the Town Highway Law, monies collected and levied for the repair and improvement of highways and received from the State for repair and improvement shall be expended as agreed upon by the Highway Superintendent, Town Supervisor, Town Board, and Hamilton County Highway Superintendent.

The Town Highway Superintendent shall maintain, improve and repair all Town roads, parking areas, equipment and properties as provided for in the annual budget, and furthermore, may be assigned additional duties by the Town Board, not inconsistent with Town Highway Law, which are within the general scope of his employment and which do not interfere with his ordinary duties.

40. A Resolution that the Town Board appoints Jane Bissell, Richard Bird, and Captain Dean Pohl as Marriage Officers for the Town of Long Lake who shall have the authority to solemnize a marriage; which marriage shall be valid if performed in accordance with other provisions of law. Remove John and Jane.

41. A Resolution that all financial dealings and contracts between Officers of the Town of Long Lake and their relatives must be given express prior approval by vote of the Town Board. (Town of Long Lake Ethics Code.)

42. A Resolution that the Town Board appoints Dixie Lee LeBlanc, Records Management Officer and Cynthia Thompson, Confidential Secretary to the Supervisor as the designated persons who shall have the authority to enter the safe deposit box, which box fulfills the storage needs for small items and records required to be stored off premises in a regulated atmosphere at a safe and secure location at premises currently named Community Bank NA, Long Lake Branch, to remove all or part of its contents; and also authorizing the Town Supervisor to cancel or modify the agreement between the Town and the Bank and to surrender or exchange the box; and also states that each year the Town Board will reaffirm or renew those designated persons authorized to have access to the box.

43. A Resolution to officially designate all Long Lake Town roads as snowmobile roads for the 2011 - 2012 winter season as requested annually by the DEC. The Town Board reserves the right to post specific sections of Town roads for non-usage by snowmobiles.

44. A Resolution that the Town Board Members approve the contents of the Town Policy Manual. (According to Audit and Control, the Board Members are required to review the Policy Manual each year.)

45. A Resolution that the Supervisor appoints the following Councilmen to the following committees:

**Chairman / Sub Chair
Dechene / Pohl**

**Parks & Recreation Dept.
Snowmobile
Beach / Skate
E-911 Long Lake / EMS - Fire
Emergency Management**

Plumley / Seaman

**Buildings / Property / Maintenance
Personnel
Medical Center
Transfer Station, Long Lake**

Pohl / Dechene

**Raquette Lake Highway
Raquette Lake Water
Raquette Lake Transfer Station
Raquette Lake E-911 / Fire -EMS
Emergency Management**

Seaman / Plumley

**Long Lake Highway
Long Lake Water
Commerce / Tourism**

46. A Resolution that Councilmen committee reports and recommendations will be offered and discussed at mid-month meetings. Resolutions that are necessary will then be prepared and submitted for vote at the last monthly meeting, unless need dictates otherwise.

47. A Resolution that all bills presented to the Town for payment must be

submitted to the Supervisor's office within one year of the date of service (example: an invoice dated 7/15/10 must be submitted for payment prior to 7/15/11).

48. A Resolution to allow the Town Supervisor to sign in support of regional efforts that directly benefit the Town of Long Lake, where timing is critical to the success of the effort.

49. A Resolution to designate the Town Clerk as FOIL Officer and the Town Supervisor as Appeals Officer. (Per recommendation of the NYS Committee on Open Government.)