

2017 RESOLUTIONS FOR JANUARY ORGANIZATION MEETING

1. 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.

2. A Resolution to designate Official Posting areas (Town Clerk Bulletin Board) for Public Notices as:

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

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

3. A Resolution to designate National Public Radio (NPR) as the official radio station for State of Emergency and Department of Health notices.

4. A Resolution that the regular meetings of the Town Board of the Town of Long Lake be held the last Wednesday of each month at 7:30 PM. (Town Law Section 62.)

Additional Town Board meetings may be called by the Town Supervisor or Town Board as necessary.

All Town Board meetings will be held either at the Long Lake Town Hall, the Long Lake Meal Site (upstairs in the Town Hall), the Long Lake Geiger Arena, or the Raquette Lake Union Free School Gymnasium unless otherwise announced.

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

6. A Resolution that vouchers are due on the Wednesday before the monthly meeting. All vouchers turned in after the designated day will be held until the next scheduled payment of warrants. Warrants will be approved at the monthly meeting.

EXCEPTIONS: The November vouchers are due Tuesday, the 21nd; the December vouchers are due Tuesday the 19th

7. A Resolution authorizing the payment in advance of audits of claims for: public utility services, employee benefits, postage, bond payments, insurance bills, freight and bid-procured purchases which have been awarded by the Board and like vouchers; all such claims shall be presented at the next regular meeting for audit. (Town Law Section 118, Section 2)

8. A Resolution that sets a deadline for all bills presented to the Town for payment; they must be submitted to the Supervisor's office within one year of the date of service (Example: an invoice dated 7/15/16 must be submitted for payment prior to 7/15/17).

9. 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.

10. A Resolution that the Town of Long Lake pay full-time and eligible part-time year around employees the following twelve holidays:

New Year's Day	Monday, 01/02/2017
Martin Luther King, Jr. Day	Monday, 01/16/2017
President's Day	Monday, 02/20/2017
Good Friday	Friday, 04/14/2017
Memorial Day observed	Monday, 05/29/2017
Independence Day	Tuesday, 07/04/2017
Labor Day	Monday, 09/04/2017
Columbus Day	Monday, 10/09/2017
Veteran's Day	Friday, 11/10/2017
Thanksgiving	Thursday & Friday, 11/23 & 24/2017
Christmas Day observed	Monday, 12/25/2017

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.

11. 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.)

12. A Resolution to appoint the Town Supervisor as Budget Officer for 2017. (Town Law Section 103.)

13. 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.) An additional 60 days is permitted with approval of the State Comptroller.

14. A Resolution that the Town Board establishes the Office of Deputy Supervisor. (Town Law section 42) The Supervisor appoints Cynthia Thompson as Deputy Supervisor.

15. A Resolution whereas the Town Board authorizes the Supervisor to designate a confidential secretary and bookkeeper; the designation is Cynthia Thompson. (Town Law Section 29, Subdivision 15)

16. A Resolution appointing Cynthia Thompson and Colleen King as bookkeepers to the Highway Superintendent and for Water Districts #1 and #2 Funds.

17. 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.

18. 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.)

19. A Resolution that the Supervisor appoints the Long Lake Councilmen to the following committees:

Chairman / Sub Chair

Dechene / Pohl

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

Donnelly / Seaman

**Buildings / Property / Maintenance
Personnel
Medical Building
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 / Donnelly

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

20. A Resolution that the Town Clerk appoints Abbie Verner as Deputy Town Clerk.

21. 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.)

- 22. 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.**
- 23. A Resolution that the Town Board appoints Jane Bissell, M. John Hosley 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.**
- 24. A Resolution to appoint Bruce Jennings as Long Lake Cemetery Custodian to map burials and maintain cemetery records.**
- 25. 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)).**
- 26. A Resolution that the Town Board contracts with Russell E. Rider, MD to provide medical services to the community for \$52,000.00 in 2017.**
- 27. 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 current rate of .535 cents per mile as determined by the IRS; rate is subject to fluctuation.**
- 28. 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.**

29. A Resolution that the following bank is hereby designated as the official depository 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 bank: Community Bank, Long Lake Branch, PO Box 215, Long Lake, NY 12847 (Town Law Section 64, Subdivision 1.)

30. A Resolution whereas all elected and appointed Town officials and employees be authorized, with the approval of the Town Supervisor, or if necessary, 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.

31. A Resolution authorizing the attendance at the 2017 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.

32. A Resolution authorizing Long Lake Town Justices to appoint or hire court clerks and/or court stenographers as necessary. The Town Justices appoint Tina Burnett as Court Clerk.

33. 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.

34. A Resolution that the salaries of all elected officials be fixed as to the amounts respectively specified in the notice of public hearing upon preliminary budget of 2017 as follows:

Town Supervisor (2-year term)	39,215.76
Town Justices, each (2) (4-year term)	11,503.92
Town Council Members, each (4) (4-year term)	4,397.40
Town Clerk (4-year term)	31,835.52
Town Highway Superintendent (2-year term)	38,608.32
Town Sole Assessor (6-year term)	30,552.00

35. A Resolution that year 'round Town of Long Lake Employees (unless noted as seasonal or temporary) will be paid at an hourly rate according to the salary grade schedule as follows:

Highway Employees:

Foremen	17.14 - 20.23
MEO/laborer	15.62 - 18.73
Laborers, temporary	12.29 - no limit
MEO/ <i>not</i> CDL/temporary	14.49 - no limit

Water District(s) Employees:

Water Plant Operators	16.37 - 19.35
Water Supt. of both districts	18.59 - 21.58
Trainee WP Operators	13.39 - 16.37
Employees, seasonal laborer	12.29 - no limit

General Fund employees:

Employees, permanent	11.17 - 27.52
Employees, seasonal	12.29 - no limit

36. A Resolution that the following General Fund, appointed employees will be paid an annual salary as follows:

Historians (2) each	1985.52
Dog Control Officer	3233.88
Deputy Dog Control Officer	671.76
Deputy Town Supervisor	1420.32
Cemetery Custodian (of records)	2380.92
Deputy Highway Superintendent	No compensation
Town Attorney	3075.00
Transfer Station Supervisor	6000.00

37. A Resolution that all permanent, year-round, hourly employees will receive annual longevity payments after 13 years of service; these 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. (Amended 10/07, amended again 11/25/14)

38. A Resolution whereas the Town Board establishes 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.

39. A Resolution establishing a the petty cash fund which is used by the Parks, Recreation and Tourism Department at the maximum not-to-exceed amount of \$200.00. (NYS OSC)

40. 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.

41. 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 \$10,000.00 or less; and utilizing the procurement policy where applicable.

42. 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)).

43. A Resolution that the Town Board appoints, Carl T. Ferrentino, Esq. as Town Attorney and to the Office of Town Attorney. Also, the Town Board by this Resolution designates Karen S. Martell, Esq. of the firm of Lemery Greisler, LLC of Saratoga Springs as bond counsel for the Town and further, designates Daniel G. Vincelette, Esq. of The Vincelette Law Firm as an attorney for the Town for real property tax assessment issues.

44. A Resolution that the Board appoints John Deming of Adirondack Professional Services, Elizabethtown, NY as Town Surveyor.

45. A Resolution that the Board appoints Thomas Suozzo of Cedarwood Engineering, North Creek, NY as Town Engineer.

46. A Resolution for the following contract for the Superintendent of Highways:

A. The Town of Long Lake Highway Department shall maintain a work force

the equivalent of 5.8 full-time positions plus one non-benefitted position. The permanent work force shall consist of no more than two foremen/MEOs: one in Long Lake and one in Raquette Lake; three MEOs/laborers, and one 80/20 MEO/RLK Water employee.

Other part time employees may be assigned to assist the Highway Department. Any part time staffing will only be done in accordance with the Highway Budget as approved by the Town Board.

In the event the Highway Supt. chooses not to have a foreman in Long Lake, that position can be held by an MEO/laborer.

B. 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 \$5,000.00 in value. With the agreement of the Town Supervisor, this authorization is extended to \$10,000.00 on any of the above expenditures.

C. 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.

D. 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.

47. A Resolution that the Town Board establishes the Office of Deputy Highway Superintendent; the Highway Superintendent appoints Michael M. Lamphear as Deputy Highway Superintendent.

48. 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.)

49. 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.

50. A Resolution to officially designate all Long Lake Town roads as snowmobile roads for the 2017 - 2018 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.

51. A Resolution that the Town Board Members approve the contents of the Town Policy Manual.

52. 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.

53. A Resolution that the Town of Long Lake, Location Code 30227, hereby establishes the following as standard work days for the elected and appointed officials and will report the following days worked to the NYS and Local Employee's Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Elected Officials, (none of whom are Tier 1), whose work days are hereby set at 6 hours/day:

Councilman Richard Dechene, term 1/1/2016 – 12/31/19, does not participate in Employer's time keeping system, is given 4.99 days/month;

Councilman Craig J. Seaman, term 1/1/2016 – 12/31/19, does not participate in Employer’s time keeping system, is given 4.34 days/month;

Judge Brian Farr, term 1/1/2015 – 12/31/18, does not participate in Employer’s time keeping system, is given 13.22 days/month;

Elected Officials, (none of whom are Tier 1), whose work days are hereby set at 8 hours/day:

Highway Superintendent Charles H. Farr II, term 1/1/2016 – 12/31/17, does not participate in Employer’s time keeping system, is given 21 - 22 days/month.

Appointed Officials, (none of whom are Tier 1), whose work days vary as noted:

Health Officer of the Town of Long Lake/Chief Executive Officer of the Board of Health/Town Doctor Russell E. Rider, his standard work day hereby set at 8 hours/day, term: 1 year, is given 21 - 22 days/month.

Dog Control Officer Donald Hoffman, his standard work day hereby set at 6 hours/day, term: annual, does not participate in Employer’s time keeping system, is given 1.28 days/month.

(Standard Work Day and Reporting Resolution RS 2417)

54. A Resolution that the Town of Long Lake, Location Code 30227, hereby establishes the standard work day hours for employees at 8 hours/day except as noted below and will report days worked to the NYS and Local Employee’s Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Clerk - P&R, seasonal	6 hours/day
Clerk - Med. Services FT	7.25 hours/day
Clerk - Med. Bldg PT	6 hours/day
Code Enforcement Officer	6.54 hours/day
RLK Snowmobile Trail Groomer	6 hours/day
LLK Seasonal Transfer Station	6 hours/day

Events Coordinator	6 hours/day
Seasonal Skate	6 hours/day
Clerk - Court	6 hours/day
Clerk - Deputy Town Clerk	6 hours/day

(Retirement Reporting Resolution RS 2418)

55. A Resolution to authorize the County Superintendent of Highways to post weight restrictions on Town roads within the Town of Long Lake in conjunction with the County Roads when deemed necessary during spring break-up for the calendar year 2017.

(Vehicle and Traffic Law Article 41, Section 1660 and Article 40, Section 1650.)