

## **2018 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](http://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 Public 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.**

- 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 2018. (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 D. Sean Curry 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 Amber Wamback 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.)**

- 24. A Resolution to appoint Bruce Jennings as Long Lake Cemetery Custodian to map burials and maintain cemetery records.**
- 25. A Resolution to appoint Bruce Jennings as the E-911 Coordinator with Essex County.**
- 26. 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)).**
- 27. A Resolution that the Town Board contracts with Russell E. Rider, MD to provide medical services to the community for \$53,000.16 in 2018.**
- 28. 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 .545] cents per mile as determined by the IRS; rate is subject to fluctuation.**
- 29. 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 Nurse's Association; NYS Snowmobile Association; Northern Adirondack Code Enforcement Official's Association and Central Adirondack Association.**
- 30. 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.)**
- 31. 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.**

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

<b>Historians (2) each</b>	<b>2025.33</b>
<b>Dog Control Officer</b>	<b>3298.56</b>
<b>Deputy Dog Control Officer</b>	<b>685.20</b>
<b>Deputy Town Supervisor</b>	<b>1448.73</b>
<b>Cemetery Custodian (of records)</b>	<b>2428.54</b>
<b>Deputy Highway Superintendent</b>	<b>No compensation</b>
<b>Town Attorney</b>	<b>3136.50</b>
<b>Transfer Station Supervisor</b>	<b>6000.00</b>
<b>E-911 Coordinator</b>	<b>2,400.00</b>

**38. 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)**

**39. A Resolution whereas the Town Board establishes the position of Dog Control Officer to the Town of Long Lake: Kathleen Buxton 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.**

**40. 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 \$500.00. (NYS OSC)**

**41. 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.**

**42. 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.**

**43. 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)).**

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.

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

**49.** 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.)

**50.** 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.

**51.** A Resolution to officially designate all Long Lake Town roads as snowmobile roads for the 2018 - 2019 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.

**55. 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:**

<b>Clerk - P&amp;R, seasonal</b>	<b>6 hours/day</b>
<b>Clerk - Med. Services FT</b>	<b>7.25 hours/day</b>
<b>Clerk - Med. Bldg PT</b>	<b>6 hours/day</b>
<b>Code Enforcement Officer</b>	<b>6.54 hours/day</b>
<b>RLK Snowmobile Trail Groomer</b>	<b>6 hours/day</b>
<b>LLK Seasonal Transfer Station</b>	<b>6 hours/day</b>
<b>Events Coordinator</b>	<b>6 hours/day</b>
<b>Seasonal Skate</b>	<b>6 hours/day</b>
<b>Clerk - Court</b>	<b>6 hours/day</b>
<b>Clerk - Deputy Town Clerk</b>	<b>6 hours/day</b>

**(Retirement Reporting Resolution RS 2418)**

**56. 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 2018.**

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