

A regularly scheduled meeting of the Town Board of Long Lake, Hamilton County, New York was held June 29, 2022 at the Long Lake Town Hall and called to order with the Pledge of Allegiance to the Flag of the United States of America and a prayer by Craig Seaman at 7:00 P.M. Nine people attended.

Members present:

Clay J. Arsenault	Supervisor
Thomas L. Donnelly	Councilman
Craig J. Seaman	Councilman
Dean H. Pohl	Councilman
Richard B. Dechene	Councilman

BOARD APPROVALS

Motion by Craig Seaman, seconded by Thomas Donnelly to accept the minutes as submitted.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

Motion by Richard Dechene, seconded by Craig Seaman to pay encumbrances as listed on Abstract 06 June 2022.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

Bills as listed on abstract.

Audit of Claims

General Fund #A355 - A448	in the amount of	\$91,832.85
Highway Fund #D094 - D114	in the amount of	31,161.72
Water District 1 #SW1039 - SW1045	in the amount of	2,267.37
Water District 2 #SW2103 - SW2125	in the amount of	12,041.23
Capital Projects #HRL 001	in the amount of	7,000.00

SUPERVISOR'S REPORT

Revenue and expenditure reports were in the Board's packets for review.

Erik Arsenault submitted his resignation letter to Alex Roalsvig, and Supervisor Arsenault.

The Buck Mountain lease for the Hamilton County, Long Lake fire tower challenge has been fully executed.

Chad and Erik have been working on replacing all the steps and landing with new metal and hardware. The ADK Mountain Club been finishing up the trail.

Supervisor Arsenault and Matt Newby attended the Spring membership meeting for the Association of Adirondack Towns and Villages on June 5th and 6th in Lake Placid at the High Peaks Resort.

Presentations included Kate Ryan from the Adirondack Foundations Birth to Three Alliance, which focused on childcare in the Adirondacks. John Bartow from Empire Forest Products on the Climate Scoping Plan, and Megan Phillips, APA Deputy Director of Planning, and Josh Clague, DEC Forest Preserve Policy and Planning.

AGENDA

RESOLUTION FOR HIGHWAY DEPARTMENT CLASS A AND CLASS B STIPENDS

Resolution recognizing the Long Lake Highway Department Employees that have a Class A and Class B Licenses

Whereas, it is beneficial to the Town of Long Lake, New York for Highway employees to have and maintain Class A and Class B licenses, and

Whereas, only drivers who have had their on-job training, and have passed all necessary tests are eligible, and

Whereas, The Town Board has deliberated and determined that Highway Department employees obtaining their Class A or Class B from New York State, should be compensated, and

Whereas, each Highway employee obtaining their Class A or Class B CDL will receive a yearly stipend, and

Therefore, it is resolved, that the Town shall pay a stipend of \$1,560 for Highway employees with a Class A CDL, and \$1040 for Highway employees with a Class B CDL, annually starting in 2023, payable in the next to last paycheck before year end.

Motion by Clay Arsenault, seconded by Thomas Donnelly to accept the resolution for Highway Employees to receive a stipend for their Class A or Class B licenses.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye

APPROVAL FOR 2023 MAHONEY NOTIFY PLUS CONTRACT FOR ARCHIVES BUILDING, TOWN HALL, AND MEDICAL BUILDING

Effective August 1, 2022, the Fire, Security & Low Temperature alarm systems preventive maintenance with an inspection conducted ANNUALLY, as per NFPA 72, will include the following devices when applicable:

Control Panel, Keypad(s), Batteries/Power Supplies, Door/window Protection, Motion Detector, Panic Alarm, Smoke/Heat Detectors, Manual Pull Stations, Low Temperature Sensor, Strobe Horns, Siren(s), Transmission to Central Station.

*An annual inspection will not meet the NFPA 72 semi-annual battery test requirement.

This quotation is based on customer providing experienced assistance with the inspection. The term of this contract will be for a period of one (1) year.

This Maintenance/Inspection contract will be invoiced at a rate of \$1400.00 per year (invoiced semi-annually), in addition to any monitoring fees, plus applicable sales tax. Charges for additional work not covered under this maintenance agreement will be invoiced at the current NYS prevailing wage rate, which is \$150.00 per man-hour, portal to portal between the hours of 8:00 am and 4:30 pm Monday thru Friday. After hours, weekends and holidays, service will be provided at the current prevailing wage rate* of \$225.00 per man-hour, portal to portal.

*Prevailing wage rates are subject to adjustment as dictated by NYS.

Service rates not subject to prevailing wage will be invoiced at \$85.00 per man-hour, portal to portal between the hours of 8:00am and 4:30pm, Monday thru Friday. After hours, weekends and holidays, service will be provided at a rate of \$127.50 per man-hour, portal to portal.

In the event that corrective maintenance is necessary on any part of the system, Mahoney Notify-Plus Inc. personnel will repair or replace the faulty equipment at no charge providing the malfunction was not a result of third-party damage and/or act of God.

This maintenance agreement covers only the repair of the alarm system which fails due to normal wear and tear.

This Inspection/Maintenance Agreement is also subject to the following conditions:

A. All agreements are made contingent upon strikes, fires, accidents or causes beyond our control.

B. Quotations made herein are subject to change after acceptance upon 30 days prior written notice.

C. This proposal shall be valid if acceptance is made within 30 days from the date written and upon our receipt of your Purchase order.

D. This agreement shall run for a period of one (1) year from the effective date above referred and may be terminated by the parties hereunto at any time upon mutual consent. Upon the termination of the periods specified, this agreement shall continue in effect from year to year unless terminated, by written notice by either party given to the other, no less than thirty (30) days prior to the anniversary date of this agreement.

E. The subscriber, TOWN OF LONG LAKE, agrees to not disturb, injure, remove or interfere with the system nor permit anyone to do so, and shall at all times indemnify and keep Mahoney Notify-Plus Inc. free of any and all loss to said system by reason of fire or any other cause except that resulting from ordinary wear and tear as stated above.

F. Mahoney Notify-Plus inc., is not an insurer and does not undertake to guarantee any loss or damage to the subscriber by reason of any loss, nor shall Mahoney Notify-Plus Inc. in any way be liable in any such event by reason of negligence or oversight on the part of any of its employees.

The undersigned parties have read and understood the terms referred to in this contract and are in complete agreement with same.

Signed by Clay Arsenault, Long Lake Town Supervisor and Kevin Mahoney of Mahoney Notify-Plus Inc.

Motion by Clay Arsenault, seconded by Craig Seaman to approve the Mahoney Notify-plus Inc. Alarms Contract.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

APPROVAL FOR TOWN SUPERVISOR TO SIGN CONTRACT WITH LABELLA TO WRITE AND SUBMIT CONSOLIDATED FUNDING APPLICATION GRANT APPLICATION

Thank you for the opportunity to provide the following proposal for professional services in support of preparation of the Consolidated Funding Application (CFA) request for project.

We understand that the Town of Long Lake is interested in an Environmental Protection Fund (EPF) application to be submitted to the Office of Parks Recreation and Historic Preservation (OPRHP) for planned improvements to Mt Sabattis. Improvements include upgrades to the pavilion and related facilities, Phase 3 of Mountain Bike Trails, hockey board replacement, tennis court repairs, and park benches and trash receptacles for the Town Beach. The application will be submitted as part of the State of New York's Consolidated Funding Application (CFA). The CFA process allows applicants to submit grant applications to multiple funding agencies through a single streamlined process. The deadline for CFA applications is July 29, 2022. The EPF program requires a 50% match and a supporting resolution.

LaBella will assist the Town in preparing the CFA, targeting the NYSOPRHP

Environmental Protection Fund Program. We will meet with the Town of Long Lake to define the scope of the proposed work to ensure that all eligibility requirements are met. We will develop supporting information to substantiate the project budget. We will review any additional planning documents/efforts and synthesize this information to support the application.

The CFA requires electronic (online) submittal. We will complete the application and provide a copy for your review prior to submitting. We will meet with you to review the application and make any suggested revisions. We will provide suggested language for use by the Town of Long Lake in preparing the required cover letter and/or letter and/or letters of support and requisites resolutions. We will assemble and submit the completed application and require materials as well as prepare the required number of copies for funding agency review.

The Town of Long Lake will be responsible for:

Coordinating with the Town Board, ensuring municipal sponsorship, and passage of the necessary resolution(s) that identify and commit the respective funding match, we will provide you with resolution templates; and

Soliciting and collecting letters of support from Federal/State Elected representatives and local entities as necessary, we will provide you with letter templates, and suggested language.

The application requires a concept plan to substantiate the request. We will prepare a concept plan depicting the planned park improvements. Our fee to prepare the concept plan is \$1,500. The fee for preparing a CFA application is \$4,200 for a total fee of \$5,700. This work will be billed on a Lump Sum Basis. Please return a signed copy of this proposal as our Authorization to proceed.

Motion by Craig Seaman, seconded by Richard Dechene to approve the Town Supervisor to sign the contract with Labella to write and submit CFA grant application.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

RESOLUTION APPROVING REQUEST OF FUNDS FOR PARK IMPROVEMENTS AT THE TOWN BEACH AND MT. SABATTIS RECREATION AREA THROUGH THE NYS ENVIRONMENTAL PROTECTION FUND GRANT PROGRAM FOR PARKS, PRESERVATION & HERITAGE AS ADMINISTERS BY THE NYS OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION

Whereas, the NYS Office of Parks, Recreation & Historic Preservation (OPRHP) is accepting applications for the Environmental Protection Fund Grants Program for Parks, Preservation & Heritage (EPF) program through the 2022 Consolidated

Funding Application (CFA) Round 12 process; and,

Whereas, EPF grant funding is available for acquisition, planning, development and improvement of parks, historic properties and heritage area located within New York State; and

Whereas, the Town recently (1/27/2021) adopted a Comprehensive Plan that identified and prioritized Town’s needs, including improving and enhancing its recreational facilities, specifically identifying improvements of the Town Beach and Mt Sabattis Recreational area as priority projects, and

Whereas, the Comprehensive Plan was developed through a robust public engagement process including stakeholder interviews, focus group meetings, community survey, and public workshops where the community overwhelmingly acknowledged and supported leveraging the Town’s Recreational Assets to support tourism and boost local commerce, and

Whereas, the Comprehensive Plan encourages active work to request available grant funds for improvement to the Town Beach and Mt Sabattis Recreational Facilities including the addition of park benches, waste receptacles, additional mountain biking trails, ice rink/hockey boards and associated improvements; and

Whereas, Town staff estimates the cost of the planned improvements at approximately \$200,000 and proposes requesting approximately \$100,000 in grant funding; and

Whereas, the Town reserved funds in the 2023 Annual budget adequate to meet the required 50% funding match under CFA parameters; and

Whereas, the grant application process recommends that the governing body of the applicant authorize submission of the application and related actions;

Therefore, be it resolved, the Town Board hereby declares its support for the request of funds from OPRHP and pledges Town of Long Lake fiscal support for the planned improvements and authorizes and direct the Supervisor to submit the application to the OPRHP through CFA process and to act in connection with the submission of the application, including execution of all required certifications and forms to provide such additional information as may be required.

Motion by Thomas Donnelly, seconded by Craig Seaman to approve the above resolution.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

RESOLUTION APPROVING CONTRACT WITH BONADIO ACCOUNTING SERVICES

Whereas, the Town of Long Lake Town Supervisor’s Office endured the

resignation of the Senior and Principal Account Clerks in the year 2021; and
Whereas, the process of migrating to new accounting software was not completed before these employees left Town employment; and

Whereas, the Town Board of the Town of Long Lake was made aware of these issues and the regular increase in regulatory scrutiny by the State of New York in municipal finance; and

Whereas, the Town Supervisor informed the Town Board that we were able to outsource the Annual Update Document (AUD) completion, accounting software, bill pay, balance sheet and ledger maintenance, auditing, and other ongoing financial accounting services and guidance to ensure the accurate and lawful accounting of Town finances:

Now, Therefore, be it;

Resolved, the Board hereby approves the signing of the agreement dated April 7, 2022 with Bonadio & Co., LLP. The town will pay a one-time implementation fee of \$7,000, and then \$47,000 annually, plus an hourly rate for work beyond the scope of this agreement, billed monthly to maintain these services.

Resolved, the Board hereby assigns the Confidential Secretary to the Supervisor and the principal Account Clerk the duties of coordinating implementation of the Bonadio Services, and to liaison with Bonadio in a cooperative effort to complete the financial accounting duties moving forward.

Motion by Richard Dechene, seconded by Dean Pohl to approve the contract with Bonadio.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

RESOLUTION TO CREATE A NEW JOB DESCRIPTION

Whereas, the Town Supervisor would like to hire a replacement for the departing “Laborer-Parks and Recreation” employee who is currently a Grade 5 employee with the Town; and

Whereas, this job description does not accurately match the education and experience qualifications of the position as it exists in the Town of Long Lake; and

Whereas, the existing position of “Building Maintenance and Grounds Equipment Mechanic and Snowmobile Trail Groomer” is an already existing position on file with the Hamilton County Civil Service Director, but only as a single job for the Town of Long Lake; and

Whereas, this position with an addendum at the Town level would most accurately describe the new employee’s duties with the Town of Long Lake; and

Whereas, as previously discussed with the Town Board, the current job market is extremely competitive for employers seeking qualified candidates;

Now, Therefore, Be it:

Resolved, the Board hereby approves the creation of a grade 9 job title: Building

Maintenance and Grounds Equipment Mechanic and Snowmobile Trail Groomer(s)” with the Town of Long Lake Town Supervisor Office, to allow a plurality of this position to be approved by the New York State Department of Civil Service; and

Resolved, the Board hereby approves the attached addendum to the Civil Service Job Description to describe the local job duties of grounds maintenance for all town facilities; assisting with Parks and Recreation event set up and clean up; maintaining parks and Recreation tools, facilities, and property; maintenance of numerous Town of Long Lake recreation trails; care taking of Town owned United States Flags; and assisting the Cemetery Custodian Director. This employee may be assigned to any other task as directed by the Town Supervisor and overseen by the designated department head.

Motion by Craig Seaman, seconded by Richard Dechene to approve the creation of a new job description.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

COUNCILMAN COMMENTS

Craig Seaman thanked Supervisor Arsenault and Alex Roalsvig for having Chad Baker fix the Town signs that were in need of repair.

Craig thanked Erik Arsenault for all his hard work and years of service to the Town of Long Lake and he will be greatly missed.

Dean Pohl said that the historical markers in Raquette Lake are getting positive attention.

PUBLIC COMMENT

Jack Carney asked the Board what was the plan for the Town’s Capital Project Implementation Committee?

Supervisor Arsenault replied that the Town’s lawyer said the Town needs to advertise longer and be more transparent with the appointing of the committee.

Elizabeth Forsell asked if all the water leaks in Raquette Lake have been found?

Supervisor Arsenault replied that the water department is working on finding all the leaks and fixing them.

Mrs. Forsell informed the Board that the Raquette Lake Volunteer Fire Department will be celebrating their 75th year of service on September 5, 2022.

Motion by Supervisor Arsenault, seconded by Craig Seaman to move to executive session at 7:27pm to discuss a personnel issue.

Adopted:	Clay J Arsenault	Aye
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Thomas L. Donnelly	Aye
Craig J. Seaman	Aye
Dean H. Pohl	Aye
Richard B. Dechene	Aye

Return to regular session at 8:21pm with no action having been taken.

Motion by Supervisor Arsenault, seconded by Craig Seaman.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

Motion by Craig Seaman, seconded by Thomas Donnelly to adjourn at 8:21pm.

Adopted:	Clay J Arsenault	Aye
	Thomas L. Donnelly	Aye
	Craig J. Seaman	Aye
	Dean H. Pohl	Aye
	Richard B. Dechene	Aye

Attested by: _____
Amber L. Wamback, Deputy Town Clerk