

HAGUE TOWN BOARD AUDIT & REGULAR MEETING
March 10, 2015
6:00 PM

Members present: Supervisor Frasier M. Fitzgerald II
 R. Meola S. Ramant
 G. Kuenzel

Motion by S. Ramant, seconded by M. Fitzgerald II to open the meeting at 6:00 pm. All voting yes. Motion carried.

Pledge of Allegiance

The Town Board audited the bills.

Moment of Silence: Bea Jordon, Richard Bolton, Virginia Chalmers, John Baker

Welcome Guests/Privilege of the floor:

Art Steitz asked Supervisor Frasier and Superintendent Smith if they knew who was logging on Fly Brook Road and if they need a permit. His concern is the snowmobile trails. Supervisor Frasier will check with the ZEO. Mr. Steitz also mentioned an issue at the Highway Dept. involving two employees. One was sent home without pay and the other one was allowed to stay. Supervisor Frasier asked Mr. Steitz to talk with the Town Board Highway Committee.

Mike Cherubini gave the following report:

Hague Chamber of Commerce
3/10/2015

- Hague Winter Carnival completed.
 - Pageant went well. We only had three contestants.
 - Breakfast was excellent.
 - Chile bake off had low attendance.
 - Polar plunge had raised over \$5,000 Plus at this time. The final numbers are not in from the last part which was a karaoke night to raise more funds for the Children's Hospital in VT.
- 1/8 Ad page placed in the North Country Magazine.
- The focus in March/April will be to complete the re-doing of the Hague Video which will be displayed at the information center.
- Hague Chamber web site events will be updated as needed with events in 2015.
- Working on a Visitors Guide and Welcome to Hague Hand out. (folded card.)

Ongoing

- We are working with ROOST and 5 Towns to develop a "Destination Plan". (Hague is the only one of the 5 towns that is in the Capital Region Economic Development Council. The other towns are in the North Country Region Economic Development District.)

- One of the items they are addressing is what they are lacking (such as transportation)
- Working on re-doing the Hague Video which is displayed at the information center.
- Making a business card rack for all members to display their cards.
- Also working on other events for the town which on scheduled though out the year.

Councilwoman Kuenzel asked if the Chamber has been in touch with the Comprehensive Plan Committee. Mike Cherubini will get in touch with the ZEO, but just received the information. Councilwoman Kuenzel noted that Tom Haskell, who is president of the Hague Chamber, was recently appointed to the Comprehensive Plan Committee.

Chris Navitsky reported that the Fund for Lake George will be donating a \$10,000.00 grant to the Town of Hague for the Wastewater Treatment Plant for upgrades. The Town needs to write a letter of intent on the use of the money. Supervisor Frasier will bring this up at the next meeting.

Alice Patchett asked what the status was with the frozen sewer pipe on Overbrook Road and if it has been fixed. She also feels that the Sewer Department or Town offices should be contacting owners if there is a problem. Linda Baker was the one who informed her of the situation. She also asked who was responsible for taking care of road run off. Superintendent Smith explained that the State takes care of the frozen culverts during the winter along 9N. His Dept. does hit the bad spots with salt & sand.

Resolution #51 of 2015: Introduced by R. Meola, seconded by M. Fitzgerald II. Resolved, to pay General, Highway & Sewer Claims audited at tonight's meeting in the amount of \$159,047.66.

Duly adopted by the following vote:

AYES: Supervisor Frasier, R. Meola, M. Fitzgerald II, S. Ramant & G. Kuenzel.

NAYS: None

Carried: 5-0

Motion by M. Fitzgerald II, seconded by S. Ramant to accept minutes of February 10, 2015 as printed. All voting yes. Motion carried.

Regular Committee Report:

1. Assessor & Justice: (Meola/Kuenzel): No report

2. Buildings & Grounds/Community Center/Enhancement: (Fitzgerald/Frasier): Councilman Fitzgerald has received a letter from DEC stating the pipe from the gas tank to the building needs to be replaced. He also mentioned that the Town Board should consider placing a new exposed gas tank with piping in the back of the building instead of ripping the porch off to install piping in the front. Eventually DEC will mandate that we have an above ground tank.

Councilwoman Kuenzel would like the mold issue in the basement of the Community Center checked on. The Board agreed. Councilman Fitzgerald will try to get quotes from various Companies.

3. Finance & Insurance: (Meola/Ramant): No report

4. Highway: (Fitzgerald/Ramant): Superintendent Smith reported that all trucks are running. He also said that the Highway Dept. is out every morning checking the roads. If they see ice buildup they will go back and salt or use calcium on the spots.

5. Museum & Historian: (Kuenzel/Ramant): Councilwoman Kuenzel reported that Pam Vogel (Warren County Clerk), Ann McCann (Warren County Historian), Sally Rypkema (Hague Historian), Debbie Manning (Hague Town Clerk), Ginger Kuenzel (Hague Town Board member), Pat McDonough (Hague Historical Society), Judy Stock (Hague Historical Society) and Gale Halm (Hague Historical Society) held a meeting to discuss roles and responsibilities of Historian, Historical Society and Town Clerk (as Records Management Officer) in the Town of Hague.

The Historical Society has been reviewing their procedures and they will be giving a key to their room to the Historian.

The Historian will hold another open house in the museum on March 28, 2015.

6. Personnel: (Meola/Kuenzel): No report.

7. Planning/Zoning/Storm water: (Fitzgerald/Ramant):

ZONING REPORT TO TOWN BOARD

March 10, 2015

Permits Activity	Month	YTD
• Land Use Development	2	5
• Site Plan Review	1	2
• Subdivisions	0	1
• Variance	0	1
• Wastewater	0	1
• Wastewater Variances	0	0
• <u>Planning Board</u>: meeting of January 8, 2015. Board members in attendance: Chairman Dick Frasier, Judy Gourley, Bob Whitaker, Pam Peterson, Martin Fitzgerald and Dan Belden. Absent: Mike Cherubini.		
The Board approved an application for the commercial use of a parcel for: LOON LAKE MARINA (25.4-1-37) Decker Hill Rd (SCUZ) SP 01-15. They also approved a half bath in an accessory structure for: PACALA (76.16-1-7.3) 17 Spruce Mountain Rd (TRI) SP 02-15. A positive recommendation was made to the Zoning Board of Appeals for a five foot high retaining wall for : MATHEWS (93.8-1-20) 24 Bass Bay Rd (TRIR) VAR 01-15.		

- **Zoning Board: meeting of February 26, 2015. Board members present: Chairman Robert Goetsch, Jon Hanna, Chris Navitsky, Lindsay Mydlarz, Maureen Cherubini & Ray Snyder. Linda Mury absent. The Board approved a Variance application for: CAPE COD VILLAGE CLUB, INC. (43.13-1-31) NYS Rte. 9N (TR1) VAR 10-14 for a two lot nonconforming subdivision with the condition that the 2.56 acre parcel would only have one development right. A request for a two year extension to a 2011 variance approval was received by: DOCKSIDE LANDING MARINA (26.17-2-27) 9130 Lakeshore Drive (TR1) VAR 02-11 for a retaining wall and staircase. The Board granted the request with the Variance due to expire on March 24, 2017.**
- **Comprehensive Plan Revision committee next meeting will be on March 25, 2015 @ 4:00 pm.**
- **The FUND is conducting informational meetings on Low Impact Development. While this program is slated to be a voluntary program many useful practices and ideas for illuminate and or lessening the effects of development within our Lake George Basin. I would encourage our board members and citizen to participate in future meeting held by the FUND.**
- **The LGPC will accept comments on Procedural Guidelines and Practices for Dock & Decks until March 24, 2015. For more information go to LGPC web site.**
- **Association of Towns, NYC as always much information on Planning and Zoning was gathered at this conference as well as many hours of valuable networking with other Town officials from across the State.**

Councilman Fitzgerald II asked about the possibility of hiring a Facilitator for the Comprehensive Committee. He also mentioned the need to have the Comprehensive Plan updated for grant funding. Supervisor Frasier would like to see the survey go out first and then decide if we need to hire anyone.

8. Recreation & Promotion & Youth: (Ramant/Meola): No report

9. Sewer District # 1 & 2: (Frasier/Kuenzel): Supervisor Frasier read the report from Mr. Sheehan, WWTP Trainee. There were 4 calls due to freeze ups.

Councilwoman Kuenzel reported that the Sewer Asset Committee continues to make progress and is working together via email between monthly meetings. The DEC requires an asset management plan as part of the consent order that the Town is under.

10. Town Park & Beautification: (Kuenzel/Ramant): The Committee is working on the Park Staff for the summer of 2015. As of now, we have been having a difficult time finding Lifeguards. Musicians for the Music in the Park series have all been lined up.

UNFINISHED BUSINESS:

1. Resolution #52 of 2015: Introduced by G. Kuenzel, seconded by S. Ramant.

Resolved, that two lifeguards will be on duty when beach is open. They will be paid for a ½ hour lunch break, which they must take together from 1:30 pm – 2 pm. This will eliminate closing the deep end for an hour, which is the case when the guards stagger their lunch hour. We will post a sign with the beach hours.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant, R. Meola and M. Fitzgerald II

NAYS: None

DATED: March 10, 2015

Deborah F. Manning, Hague Town Clerk

2. Resolution #53 of 2015: Introduced by G. Kuenzel, seconded by S. Ramant

Resolved, to increase the salary of the park attendants because of the level of responsibility, which includes ticketing cars and boats, handling money and dealing with difficult people, which can include dealing with verbal abuse and the need to call the police. In addition, this is the only position in the park that actually brings in revenue for the Town. The boat launch will be open seven days a week during the regular season, Friday – Sunday pre-season and Saturday – Sunday post-season.

- Park attendant \$10.75/hr (increase of \$.20); New park attendant \$10.50/hr (increase of \$.20)

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, S. Ramant, R. Meola and M. Fitzgerald II

NAYS: None

DATED: March 10, 2015

Deborah F. Manning, Hague Town Clerk

3. Motion by G. Kuenzel to increase the Boat Launch fee's from \$15.00 to \$20.00. The motion did not receive a second. Declined.

4. Resolution #54 of 2015: Introduced by G. Kuenzel, seconded by S. Ramant

Resolved, that the Town Board agrees to enforce that every taxed property in the Town of Hague is eligible to be issued a maximum of two multi-use permits. This multi-use permit is only valid when affixed to the window of a vehicle. The multi-use permit is to be affixed to the left rear window of the vehicle. If a vehicle has no left rear window, the sticker must be affixed to the left side of the main rear window. In the case that a replacement sticker is requested, the property owner or representative must remove the previous sticker from the vehicle and present it at the time of the request. This will only be for the 2015 season, and BE IT FURTHER

Resolved, that the following proposed Code Changes will be given to the Code Committee for their review and recommendations. The Town Board will schedule a public hearing upon receiving their recommendations.

Vehicles Park: Multi-use sticker law

1. Two proposed changes to Code of the Town of Hague

- Whereas Section 124-3(A) of the Code of the Town of Hague relating to Parks states: *Parking shall be permitted in the designated parking spaces, within the blacktop area. The east side of the parking lot will be for residents displaying a resident multi-use permit. The west side of the parking lot will be available for vehicles without multi-use permits.* And whereas Section 124-6(F) that same code states: *Property owners and residents of the Town of Hague may apply at the town office for a permit which permits free launching;* and whereas there is currently no language in the Hague town code regulating the issuance of these permits and no language requiring that the permit be affixed to a vehicle, the Town Board hereby proposes to amend the Hague town code as follows:

Every taxed property in the Town of Hague is eligible to be issued a maximum of two multi-use permits. This multi-use permit is only valid when affixed to the window of a vehicle. Any such permit issued after adoption of this section of the code must be affixed to the left rear window of the vehicle. If a vehicle has no left rear window, the sticker must be affixed to the left side of the main rear window. In the case that a replacement sticker is requested, the property owner or representative must remove the previous sticker from the vehicle and present it at the time of the request.

- The Town Board proposes to remove the following language from the Code of the Town of Hague (Parks section) as they are no longer applicable:

Section 124-6 C (1): A yearly individual launching permit may be obtained at the town offices during regular business hours for a fee as set from time to time by resolution of the Town Board. This permit must be renewed yearly and can be used specifically for the boat it is issued for.

and

Section 124-6 D: A seasonal pass book of five tickets may be purchased for a fee as set from time to time by resolution of the Town Board. Each ticket only permits a single specific boat to be launched one time.

DULY ADOPTED BY THE FOLLOWING VOTE

- **AYES:** Supervisor Frasier, G. Kuenzel, S. Ramant, R. Meola, and M. Fitzgerald II

NAYS: None

- **DATED:** March 10, 2015

- _____

- Deborah F. Manning, Town Clerk

5. Resolution #55 of 2015: Introduced by G. Kuenzel, seconded by S. Ramant

Resolved: that the Hague Town Board will use the following procedure for hiring of Town employees and appointment of Planning Board and Zoning Board of Appeals members as well as any other personnel appointments that require Town Board Approval.

Interview process

The vacancy will be posted and publicized through the regular channels. The applicants will be interviewed by an Interview Committee, which includes one member of the Town Board Personnel Committee as well as one member of the Town Board Committee that oversees the department or function that has the vacancy (i.e. Highway Committee, Sewer Committee, Planning and Zoning Committee, Buildings & Grounds Committee, Park Committee, etc.). Those two Town Board members can invite other appropriate individuals to be part of the Interview Committee if they deem that to be appropriate.

The Interview Committee should provide the applicant with a copy of the job description and make certain that the candidate is aware of all of the requirements for the job (e.g. availability to be on-call, training requirements, any necessary license, etc.)

Interviews should be conducted in person wherever possible. In cases where the applicant has previously been employed by the Town in the same or similar position (for instance seasonal employees such as Town Park staff), a personal interview may be required or might be waived.

Town Board approval

Once the interview process is complete, the Interview Committee selects their recommended candidate and presents this recommendation to the Town Board, along with supporting documentation about how many candidates were interviewed and why that particular candidate was selected. The Town Board then votes on a motion to hire the recommended candidate.

Communication with candidates

A letter of appointment or non-appointment will be sent to the candidates as soon as possible but not later than within five days of the Town Board decision.

The letter of appointment should include the following information:

- Salary
- Start date
- Work schedule (including on-call requirements)
- Notification of eligibility for benefits (if appropriate)
- Request for the candidate to come into the Community Center as soon as possible, and before the start date, to complete paperwork. At that time, the employee will also be provided with a copy of the Employee Manual.
- A reminder of any special requirements/conditions of the job, such as Civil Service test, agreement to participate in training, etc.

This Resolution will be put in a Policy Book

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, M. Fitzgerald II, G. Kuenzel and S. Ramant

NAYS: None

ABSENT: None

DATED: March 10, 2015

Deborah F. Manning, Town Clerk

6. Supervisor Frasier has been speaking with multiple Supervisors in regards to the Municipal Energy Pooling Program for solar. She will grant permission to National Grid to release the Town's energy usage records so that ProStar, the company that manages the program for the New York Association of Towns, can analyze what the Town's rates could be under the program. She will report back next month.

COMMUNICATIONS & PETITIONS:

1. Motion by M. Fitzgerald II, seconded by G. Kuenzel to give permission to the Senior Citizens Club to use the Visitor Center for the Senior View Café 5/31 to 6/8 2015 and allow them to store items for the Memorial Day Elephant sale at the Visitor Center from 4/8 to 5/22 2015. All voting yes. Motion carried.

NEW BUSINESS:

1. RESOLUTION #56 OF 2015

RESOLUTION IN SUPPORT OF S2387-2015

Resolution Introduced by R. Meola and seconded by M. Fitzgerald II

WHEREAS, the Town of Hague contracts with the local volunteer fire department to provide fire and ambulance service to the residents and not for profit organizations of the Town, and

WHEREAS, due to increased costs of state mandates, training and equipment requirements and associated costs maintaining a volunteer ambulance squad is becoming financially burdensome, and

WHEREAS, Senator Little has sponsored Senate bill 2387-2015 to amend the real property tax law, in relation to authorizing fire districts to impose special assessments against otherwise tax exempt real property, NOW,
THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Hague supports Senate Bill 2387-2015 and urges all legislators to support the enactment of this bill.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, M. Fitzgerald II, G. Kuenzel and S. Ramant.

NAYS: None

ABSENT: None

DATED: March 10, 2015

Deborah F. Manning, Town Clerk

2. RESOLUTION #57 OF 2015

RESOLUTION IN SUPPORT OF S1914-2015

Resolution introduced by G. Kuenzel and seconded by M. Fitzgerald II

WHEREAS, the Town of Hague contracts with the local volunteer fire department to provide fire and ambulance service to the residents of the Town, and

WHEREAS, due to increased costs of state mandates, training and equipment requirements and associated costs maintaining a volunteer ambulance squad is becoming financially burdensome, and

WHEREAS, Senator Little has sponsored Senate bill 1914-2015 to amend general municipal law and town law relating to authorization of fees and charges for emergency medical services when provided by an ambulance squad that is part of a fire company, NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Hague supports Senate Bill 1914-2015 and urges all legislators to support the enactment of this bill.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, G. Kuenzel, M. Fitzgerald II, and S. Ramant.

NAYS: R. Meola

ABSENT: None

DATED: March 10, 2015

Deborah F. Manning, Town Clerk

3. Resolution #58 of 2015: Introduced by M. Fitzgerald II, seconded by G. Kuenzel Resolved; that the Town Board appointment Michele Gautreau as an alternate to the Board of Assessment Review.

DULY ADOPTED BY THE FOLLOWING VOTE:

AYES: Supervisor Frasier, R. Meola, M. Fitzgerald II, G. Kuenzel and S. Ramant.

NAYS: None

ABSENT: None

DATED: March 10, 2015

Deborah F. Manning, Town Clerk

SUPERVISORS REPORT & COUNTY REPORTS:

Other:

1. Resolution No. 59 of 2015

Planning Grant Agreement

Resolution introduced by R. Meola, seconded by G. Kuenzel

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is authorized to execute a grant agreement with the NYS Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Town of Hague obligations under the Engineering and Planning Grant Agreement, and

BE IT FURTHER RESOLVED, that the Town of Hague authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Grant Program for Waste Water Plant Improvement, Engineer's Report Project. Under the Planning Grant Program, this local share must be at least 20% of the total project cost. The maximum local share appropriated, subject to any changes agreed to by the Supervisor shall not exceed \$6,000, based upon total estimated maximum project costs of \$30,000. The Supervisor may increase this local match through the use of in-kind services without further approval of the Town Board of the Town of Hague, and

WHEREAS 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions defined in subsection C of that section are not subject to environmental review under the Environmental Conservation Law; and

BE IT FURTHER RESOLVED that the Town of Hague hereby determines that the proposed Waste Water Treatment Plant Improvement Engineering Report Project is a Type II action in accordance with 6 NYCRR Section 617.5, subparagraphs 18 and 21 which constitutes the information collection including basic data collection and research for conducting engineering and feasibility stand and is therefore subject to review under 6NYCRR Part 617.

Duly adopted by the following vote:

AYES: Supervisor Frasier, R. Meola, G. Kuenzel, M. Fitzgerald II, and S. Ramant.

NAYS: None

DATED: March 10, 2015

Deborah F. Manning, Hague Town Clerk

ADJOURNMENT:

Motion by S. Ramant, seconded by M. Fitzgerald II to adjourn meeting at 7:40 pm. All voting yes. Motion carried.

Respectfully submitted,

Deborah F. Manning
Hague Town Clerk