

HAGUE TOWN BOARD REGULAR MEETING
March 12, 2019

The regular meeting of The Hague Town Board was held Tuesday, March 12, 2019 at The Hague Community Center at 6:00pm with the following members present:

Supervisor Edna Frasier
Martin Fitzgerald II
Steve Ramant

Josh Patchett
Jack Bast

Others present: Janet Hanna- Town Clerk, Cathy Clark- ZEO

A motion made by Martin Fitzgerald II, seconded by Steve Ramant to open the meeting at 6:00pm to audit bills. All voted aye. Motion carried.

After the Pledge of Allegiance a moment of silence was held for: Derek May, Betty McGuire, William Pelkey, Gene Moran, and Maxine Sheehan.

Welcome Guests/ Privilege of the floor:

Several residents discussed issues with the Post Office in Hague; there have been numerous days that no mail is delivered, and they would like the town board to intercede on their behalf.

Discussion on logging and clear cutting land. ZEO Clark stated that the APA was concerned with erosion, not clear cutting. Board members are meeting with Lyme Timber on Thursday about snowmobile trails, this will also be discussed.

Minutes

On motion made by Jack Bast, seconded by Josh Patchett. IT IS RESOLVED, that the minutes of February 12, and March 7, 2019 be accepted. All voted aye. Motion carried.

Resolution #58 Pay Bills

Resolution introduced by Martin Fitzgerald II and seconded by Jack Bast.

IT IS RESOLVED, to pay the following warrants as outlined in #3 for a total of \$147,234.41.

| | | | |
|---------|-------------|-------|-------------|
| General | \$20,151.21 | Sewer | \$6,188.17 |
| Highway | \$32,888.33 | Other | \$88,006.70 |

Duly adopted by the following vote:

Ayes: Supervisor Edna Frasier, Martin Fitzgerald II, Josh Patchett, Jack Bast, Steve Ramant

Nays: None

Carried 5-0

Regular Committee Report:

- Administrative: Frasier
Assessor/Justice
Finance/Insurance - 5.3% increase in health insurance
Recreation/ Promotion
- Buildings& Grounds: Fitzgerald/Patchett - No report
- Highway: Ramant/ Bast - Equipment all good, brining going well
- Museum/Historian: Patchett/ Ramant - Board has letter for Annual Report for 2018.
- Personnel: Bast/Fitzgerald -No report
- Planning/Zoning: Fitzgerald/Patchett -Board has report
- Town Park/Beautification: Ramant/Frasier – Lifeguard classes setup and want ad for lifeguards is advertised
- Sewer District#1 & #2: Bast/Frasier -16 out of 21 responses to 1st notice for those not hooked up..
- Environmental Concerns: Ramant/ Patchett - Knotweed program

A motion made by Martin Fitzgerald II, seconded by Steve Ramant to allow ZEO Cathy Clark to attend Local Government Day by the APA on April 3 – 4, 2019. All voted aye. Motion carried.

UNFINISHED BUSINESS:

COMMUNICATIONS & PETITIONS:

NEW BUSINESS:

RESOLUTION #59 Agreement with Warren County for Snowmobile Trail Maintenance

Resolution introduced by Martin Fitzgerald II, and seconded by Josh Patchett

RESOLVED, that the Town of Hague Supervisor is authorized to enter into an agreement with Warren County for Snowmobile Trail Maintenance, and be it further

RESOLVED, that this agreement shall be for a term of one (1) year commencing January 1, 2019 and terminating December 31, 2019. The County agrees to pay the Town of Hague nine thousand dollars (\$9,000.00), and the Town shall in turn, use said funds to offset costs associated with the purchase of equipment which shall be used during 2019, for snowmobile trail development, maintenance and/or promotion of trail systems, or the Town may use the funds for subcontracts with third parties for said purposes.

Duly adopted by the following vote:

Ayes: Edna Frasier, Josh Patchett, Steve Ramant, Martin Fitzgerald II, and Jack Bast

Nays: None
Carried: 5-0

RESOLUTION #60 Tedford Consulting

Resolution introduced by Steve Ramant, and seconded by Martin Fitzgerald II.

Whereas, Tedford Consulting provides consultation services for Grant Administration for the Water Quality Improvement Program from the NYS DEC for the Town's Wastewater Treatment Facilities and it is

RESOLVED, that the Supervisor of the Town of Hague be, and hereby is, authorized to execute the Agreement on behalf of the Town of Hague with Tedford Consulting

Duly adopted by the following vote:

Ayes: Edna Frasier, Josh Patchett, Steve Ramant, Martin Fitzgerald II, and Jack Bast

Nays: None

Carried: 5-0

RESOLUTION #61 Resolution approving a Fund Balance Policy

Resolution introduced by Martin Fitzgerald II, and seconded by Josh Patchett.

WHEREAS, the Town of Hague wishes to be proactive in its fiscal responsibilities, and

WHEREAS, the State Comptroller and Government Finance Officers Association and the recognized national bond rating institutions recommend that government agencies adopt a Fund Balance Policy and,

WHEREAS, the Town Board believes that a Fund Balance Policy is in the best interest of the Town of Hague,

NOW, THEREFORE, BE IT

RESOLVED, that the following Fund Balance Policy shall take effect immediately.

TOWN OF HAGUE
FUND BALANCE POLICY

1. PURPOSE

The Town of Hague has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities.

The Town of Hague is dedicated to maintaining a reasonable fund balance sufficient to mitigate current and future risks (i.e. unanticipated emergency expenditures, mitigate unexpected costs resulting from natural disasters, sudden, unexpected increases in employee benefits and other budgetary expenses and revenue shortfalls), plan for future capital project and equipment needs and to ensure stable tax rates.

By maintaining a sufficient level of fund balance the Town

- Reduces the need for urgent and significant increases in the Town tax rate.
- Ensures the Town's ability to effectively react with adequate existing resources to address emergency situations and other events and take advantage of advantageous opportunities that may present themselves to the Town.
- Avoids the need for costly tax anticipation notes.
- Exercises good fiscal management by permitting the development of a more responsible and responsive long-term financial plan.
- Maintains or improves a strong bond rating, thereby reducing future interest expenses.
- Eliminates the need for short-term borrowing to handle cash flow between the start of the fiscal year and the receipt of revenue from taxes.
- Maximizes investment earnings by maintaining adequate levels of cash and investments.

2. DEFINITION:

Fund Balance is the difference between a Town's General and Special Revenue Funds' current assets (cash, short-term investments, receivables) expected to be available to finance operations in the immediate future and its current liabilities. Since the Governmental Accounting Standards Board (GASB) issued GASB Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, total Fund Balance is made up of five parts: non-spendable, restricted, committed, assigned and unassigned. The last three classifications comprise the unrestricted fund balance of the Town. The statement went into effect June 30, 2011.

Non-spendable - Consists of the amounts that cannot be spent because they are in a non-spendable form. Examples include: prepaid insurance and inventory.

Restricted (Reserves) - Consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by certain creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Examples include: capital reserves, tax stabilization reserves, debt reserves, repair reserves, insurance reserve and other reserves allowed by State statutes.

Committed (Unrestricted) – Consists of amounts constrained to specific purposes by a government itself using its highest level decision making authority (Town Board). The Town Board must take formal action before the end of the fiscal year to add or remove a constraint. The NYS Office of the State Comptroller believes that. In most cases, local

governments will not have committed fund balances to report primarily due to the fact that reserves are allowed by State statutes.

Assigned (Unrestricted) – Consists of amounts that are subject to purposes constraint by a government itself that represents an intended use established by the government’s highest level decision making authority (Town Board), or by the Board’s designated body or official. The purpose of the assignment must be narrower than the purpose the General Fund. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. Examples include: fund balance restricted by formal actions by the Town Board (resolutions, ordinances and local laws) constitute a constraint of resources and will result in an assignment of resources, also, encumbrances will typically be considered an assignment of resources.

Unassigned (Unrestricted) - This consists of all balances remaining after considering the other four categories and could result in a surplus or a deficit. Use of these balances are least constrained in this category.

3. GUIDELINES

The Town Board shall propose budgets that provide for an unrestricted unassigned fund balance of not less than 15 percent nor more than 25 percent of the total operating general fund and not less than 10 percent nor more that 20 percent of the highway fund expenditures.

3.1 If, at the end of a fiscal year, the fund balance falls below 20 percent in the General Fund and 10 percent in the Highway Fund, the Town Supervisor shall prepare and submit a plan for expenditure reductions and/or revenue increases to the Town Board. The Town Board shall take action necessary to restore the unreserved, undesignated fund balance through the budgetary process to acceptable levels within a one to three year period.

3.2 In the event the fund balance is greater than 25 percent at the end of any fiscal year, the excess may be used in one or a combination of the following ways:

- Used directly to reduce the tax rate provided that care is taken to avoid a major fluctuation in the tax rate in succeeding years. The use of designated fund balance to balance the budget when related to recurring operating expenditures is discouraged.
- Other onetime costs, or the establishment of or increase in legitimate reservations or designations of fund balance.

3.3 Bi-annually during the months of February and October the Town Board shall review the current status of fund balances in each fund to determine adherence to the policies outlined above and undertake a plan of action to correct any necessary deficiencies noted by the Board.

Duly adopted by the following vote:

Ayes: Edna Frasier, Josh Patchett, Steve Ramant, Martin Fitzgerald II, and Jack Bast

Nays: None

Carried: 5-0

RESOLUTION #62 Consulting Employee Handbook

Resolution introduced by Josh Patchett, and seconded by Jack Bast.

Whereas, The Town of Hague wishes to retain the services of Jaeger & Flynn as a consultant for an Employee Handbook

Whereas, Jaeger & Flynn has the required knowledge to provide these services

Whereas, there will be a one-time fee of \$1,500.

IT IS RESOLVED, to authorize the Supervisor to enter into this agreement with Jaeger & Flynn which will run from March 7, 2019 to March 6, 2020.

Duly adopted by the following vote:

Ayes: Edna Frasier, Josh Patchett, Steve Ramant, Martin Fitzgerald II, and Jack Bast

Nays: None

Carried: 5-0

RESOLUTION #63 LA Group -Hague Beach Revitalization

Resolution introduced by Steve Ramant, and seconded by Jack Bast.

WHEREAS, the Town of Hague is interested in improving the grounds and buildings at The Hague Town Beach and Park; and

WHEREAS, this is a site located within the territorial jurisdiction of this Board; and

WHEREAS, the project is supported by several recommendations in the 2017 document:

Advancing Hague's 2020 Vision: Comprehensive Plan Update - Chapter Four; and

WHEREAS, the Town received a cost proposal from the LA Group in the amount of \$25,000 to complete a Master Plan for the Hague Town Beach and Park;

NOW, THEREFORE, be it resolved that The Hague Town Board hereby does approve the proposal from the LA Group in the amount of \$25,000.

IT IS RESOLVED, to authorize the Supervisor to sign the contract with LA Group.

Duly adopted by the following vote:

Ayes: Edna Frasier, Josh Patchett, Steve Ramant, Martin Fitzgerald II, and Jack Bast

Nays: None
Carried: 5-0

RESOLUTION #64 OF 2019

RESOLUTION FOR THE TOWN OF HAGUE TO DECLARE INTENT TO BE LEAD AGENCY FOR SEQRA REVIEW FOR THE PROPOSED ZONING CODE AMENDMENTS TO INCLUDE A SOLAR ENERGY CODE

Resolution introduced by Steve Ramant, and seconded by Josh Patchett.

WHEREAS, the Town of Hague administers the Town Zoning Codes and use of as part of the Approved Local Land Use Program, in conjunction with the Adirondack Park Agency, and

WHEREAS, the Town Board recognized the need to update and revise the Zoning Codes to provide for the siting, development, and the decommissioning of renewable energy projects, including smaller-scale photovoltaic systems, and solar arrays in the Town of Hague, subject to reasonable conditions that promotes and protects the public health, safety, welfare and property values of the community while encouraging development of alternative energy resources, including:

- 1) Taking advantage of a safe, abundant, renewable, and non-polluting energy resource;
- 2) Decreasing the cost of energy to the owners of commercial and residential properties, including single-family houses; and
- 3) Increasing employment and business development in the region by furthering the installation of Solar Energy Systems.

WHEREAS, the Town wishes to amend the Hague Zoning Codes to include a new section for Solar Energy Use, and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hague's Town Board hereby declares its intent to be Lead Agency for SEQRA review of the proposed Zoning Code Amendment and directs the Town Clerk to send copies of the proposed Code amendment and copy of this Resolution stating the Town Board's intention to be Lead Agency for SEQRA review, to the Adirondack Park Agency and Warren County Planning Board as required by law and to schedule a Public Hearing for the purpose of SEQRA Review, for April 9, 2019 at 6:15PM.

Duly adopted by the following vote:

Ayes: Edna Frasier, Josh Patchett, Steve Ramant, Martin Fitzgerald II, and Jack Bast

Nays: None

Carried: 5-0

Martin Fitzgerald II made a motion, Jack Bast seconded to amend Enforcement Response Plan – adding the paragraph on Professional review fees to stay consistent with other zoning enforcement. All voted aye. Motion carried.

A motion made by Steve Ramant, seconded by Jack Bast to donation \$500.00 to the Land Conservancy to support the Hike-A-Thon. All voted aye. Motion carried.

SUPERVISORS REPORT & COUNTY REPORTS: None

On motion by Steve Ramant, seconded by Josh Patchett. IT IS RESOLVED, to adjourn the town board meeting at 7:05 PM. All voted aye. Motion carried.

Respectfully submitted,

Janet M. Hanna
Town Clerk