

Minutes of the Organizational Meeting of the Town of Lake George held on January 3, 2011, at the Town Center, 20 Old Post Road, Lake George, NY.

Members present: Frank McCoy, Supervisor  
Vincent Crocitto, Councilperson  
Caryl Clark, Councilperson  
Fran Heinrich, Councilperson  
Scott Wood, Councilperson

Others Present: Deb Foley, Town Clerk, Rick Morehouse, Buildings and Grounds,  
Todd Fellegly, Joanne Gavin, and Tom Randall, Adir Journal.

Supervisor McCoy called the meeting to order at 3:30 PM. He stated that the purpose of the meeting was for the adoption of resolutions pertaining to the operation of the Town for the year 2011.

He read the resolutions:

Town Board Meeting Schedule

Resolution #1-2011, Resolved that the regular meeting of the Town Board of the Town of Lake George shall be held on the second Monday of each month at 7:30 PM at the Town Center, with the exception of those months on which holidays occur on the second Monday at which time the meetings shall be held on the third Monday.

Assignment of Banks for Taxes

Resolution #2-2011, Resolved that the Receiver of Taxes and Assessments deposit in his/her name as Receiver of Taxes and Assessments of the Town of Lake George in the TD Bank Lake George Branch, within 24 hours after receipt, all monies collected by him which are due to the Supervisor. All monies so deposited shall be paid to the Supervisor within 15 days after receipt.

Appointed Positions

Resolution #3-2011, Resolved that the following positions be reappointed:

Dog Control Officer	George Schuster
Marriage Officer	George LaPointe
Counsel to the Town Board	Miller, Mannix, Schachner, & Hafner LLC
Town Clerk	Deborah Foley
Deputy Town Clerk 1	Janeé Dorman
Deputy Town Clerk 2	Adele Behrmann

Salaries of Officers and Employees

Resolution #4-2011, Resolved that this Board does hereby fix the base salaries of the following officers and employees of the Town of Lake George, for the year beginning January 1, 2011, at the amounts respectively stated in the budget, and that such salaries shall be payable at the stated time interval:

Name	Office	Amount
Frank McCoy	Supervisor	\$ 26,379.84
Vincent Crocitto	Councilperson	\$ 9,040.27
Caryl Clark	Councilperson	\$ 9,040.27
J.Scott Wood	Councilperson	\$ 9,040.27
Fran Heinrich	Councilperson	\$ 9,040.27
Brian Reichenbach	Justice	\$ 28,590.67
Michael Stafford	Justice	\$ 28,590.67
Dan Davis	Highway Superintendent	\$ 57,500.00

Carolyn Hughes	Justice Court Clerk	\$ 37,865.08
Nancy Earl	Justice Court Clerk	\$ 36,643.80
Rebecca Coon	Assistant/Highway	\$ 44,525.64
Kathy Gleason	Acct Clerk/Comptroller/	\$ 57,832.57
Deborah Foley	Town Clerk/ Registrar of Vital	\$ 47,818.45
	Statistics/ Receiver of Taxes	
Peg Edwards	Historian/per year	\$ 2,925.01
Richard Morehouse	Senior Bldg Maintenance Mechanic	\$ 53,294.62
Janee Dorman	1 <sup>st</sup> Deputy Town Clerk	\$ 38,436.09
	Deputy Receiver of Taxes/ Deputy	
	Registrar	
Adele Behrmann	2 <sup>nd</sup> Deputy Town Clerk	\$ 22,000.00
Robert Hickey	Zoning Enforcement Officer	\$ 47,367.94
Patty McKinney	Planning/Zoning Clerk/Sec Super	\$ 38,746.33
Dave Rosebrook	Assessor	\$ 33,652.39
Wendy Baird	Assistant/Assessor Office	\$ 12.88 per hr
Board Chairman P/Z		\$45.00 per Mtg.
Planning Board/Zoning Board Members		\$40.00 per Mtg.
James Mathis Webmaster		\$30.00 per hour

**Town Clerk Petty Cash Fund**

Resolution #5-2011, Resolved that the Town Clerk and Receiver of Taxes is authorized to establish a Petty Cash Fund not to exceed the amount of \$700.00 (Seven Hundred Dollars).

**Justice Court Petty Cash Fund**

Resolution #6-2011, Resolved that the Justice Court is authorized to establish a petty cash fund not to exceed \$200.00 (Two Hundred Dollars).

**Highway Department Purchase Authorization**

Resolution #7-2011, Resolved that the Superintendent of Highways is authorized to purchase equipment, tools, and implements without prior approval of the Town Board in an amount not to exceed \$1000.00 (One Thousand Dollars).

**Vehicle Mileage Reimbursement**

Resolution #8-2011, Resolved that Town employees and officers so authorized to use their personal vehicles for Town business be allowed reimbursement as per Federal Standards for the year being \$. 50 per mile.

**Supervisor's Annual Report**

Resolution #9-2011, Resolved that in accordance with Section #29, paragraph 10a of the Town Law, the Supervisor shall submit to the Town Clerk within 60 days after the close of the fiscal year, a copy of the report to the State Comptroller, and the Town Clerk shall cause a summary of such report or notice, that a copy of such report is on file and available for inspection and copying, to be published within 10 days after receipt thereof, in the official newspaper of the Town of Lake George.

**Official Newspaper Designation**

Resolution #10-2011, Resolved that the Post Star and Adirondack Journal are hereby designated as the official newspapers of the Town of Lake George.

**Depository Designation**

Resolution #11-2011, Resolved that in accordance with Section #63, Paragraph 1 of the Town of Law, the TD Bank of Glens Falls and the Glens Falls National Bank and Trust Company be and hereby are designated as depositories for all Town funds.

**Investment Policy**

**Resolution #12-2011, Resolved that the Town Board of the Town of Lake George has reviewed the Investment Policy for the Town of Lake George for the year 2011, and no changes have been made.**

**Association of Towns Expenses**

**Resolution #13-2011, Resolved that all actual necessary expenses of any Town Officer attending the Annual Meeting of the Association of Towns of New York State, Inc, to be held in February, 2010, shall be a Town charge.**

**Association of Towns Delegates**

**Resolution #14-2011, Resolved that Caryl Clark be and hereby appointed delegate and Vinnie Crocitto be and hereby is appointed alternate to the Annual Meeting of the Association of Towns of New York State, Inc.**

**Jury Stenographers**

**Resolution #15-2011, Resolved that the Town Justices are hereby authorized to hire a stenographer for all jury trials and hearings at prevailing Warren County wage rates.**

**Highway Department Pay Rates**

**Resolution #16-2011, Resolved that the base salaries of the Highway, Buildings and Grounds, and Transfer Station Departments employees be set at the following rates for 2011 as adopted in the 2011 Budget:**

<b>MEO/Highway, Buildings, Transfer Station</b>	<b>\$17.08/hr</b>
<b>Labor/Buildings</b>	<b>\$12.80/hr</b>
<b>Building Maintenance Helper</b>	<b>\$19.19/hr</b>
<b>MEO Mechanic</b>	<b>\$21.83/hr</b>
<b>MEO Sewer Superintendent</b>	<b>\$22.03/hr</b>
<b>Superintendent of Diamond Point Water District</b>	<b>\$17.53/hr</b>
<b>MEO Foreman</b>	<b>\$24.00/hr</b>

**School Tax Collection**

**Resolution #17-2011, Resolved that the Town Board of the Town of Lake George does hereby authorize the Receiver of Taxes and Assessments in the Town of Lake George to collect school taxes of the said Town, the Town of Fort Ann, and Town of Bolton in the Lake George School District #1, and Warrensburg Central School District #1 in the Town of Lake George for thirty days (30) from September 1<sup>st</sup> without additional charge, and further, Resolved that the funds shall be deposited in the Town’s Receiver of Taxes and Assessments bank account, and taxes collected shall be transferred to the schools on a weekly basis during the period of the Warrant, and further, Resolved that following the expiration of such thirty-day period, the Receiver of Taxes and Assessments shall collect a fee of 2% for the next thirty-day period, and 3% for the last period, and said fees to be retained by the Town of Lake George.**

**Employee Bonds**

**Resolution #18-2011, Resolved that the bonds for the following are established as follows:**

<b>Receiver of Taxes and Assessments &amp; Town Clerk</b>	<b>Amount of Warrant less State Lands and Franchises</b>
<b>Deputy Receivers of Taxes and Deputy Town Clerks</b>	<b>\$50,000.00 each</b>
<b>Supervisor</b>	<b>\$100,000.00</b>
<b>Deputy Supervisor</b>	<b>\$100,000.00</b>
<b>Town Justices</b>	<b>\$10,000.00 each</b>
<b>Justice Court Clerk</b>	<b>\$10,000.00 each</b>
<b>Highway Superintendent</b>	<b>\$10,000.00</b>
<b>Comptroller</b>	<b>\$10,000.00</b>

And further Resolved that these bonds be paid under a Public Employee Blanket Bond for the Town of Lake George.

**Certified Public Accountant Designation**

Resolution #19-2011, Resolved that James Majors, CPA be and hereby is appointed as Certified Public Accountant for the Town of Lake George.

**Setting of Medical Insurance Caps for Employees**

Resolution #20-2011, Resolved that the per month cap for medical insurance premiums paid by the Town for covered employees be set at 368.55 for individual employees, 641.87 for employee and spouse or child, and 786.87 for families.

**Collective Voting on Resolutions**

Resolution #21-2011, Introduced by Councilperson Clark and seconded by Councilperson Crocitto, Resolved that Resolutions 1-21-2011 be voted on collectively.

Ayes: 5      McCoy, Clark, Wood, Heinrich, Crocitto  
Nays: 0

Resolution was adopted.

**Adoption of Resolutions**

Resolution #22-2011, Introduced by Councilperson Clark and seconded by Councilperson Wood, Resolved that Resolutions 1 to 21-2011 be hereby adopted.

Ayes: 5      McCoy, Clark, Wood, Heinrich, Crocitto  
Nays: 0

Resolution was adopted.

**Use of Meeting Rooms**

Resolution #23-2011, Introduced by Councilperson Wood and seconded by Councilperson Clark, Resolved that the meetings rooms of the Town Center be available for use by non-profit groups at the discretion of the Town Board and/or the Town Clerk, and further be it resolved that any other group must also have the approval of the Town Board.

Ayes: 5      McCoy, Clark, Wood, Heinrich, Crocitto  
Nays: 0

Resolution was adopted.

**Planning Board Chairman Appointment**

Resolution #24-2011, Introduced by Councilperson Wood and seconded by Councilperson Heinrich, Resolved that Keith Hanchett be and hereby appointed Chairman of the Town of Lake George Planning Board for the year 2011.

Ayes: 5      McCoy, Clark, Wood, Heinrich, Crocitto  
Nays: 0

Resolution was adopted.

**Zoning Board of Appeal Chairman Appointment**

Resolution #25-2011, Introduced by Councilperson Wood and seconded by Councilperson Crocitto, Resolved that John Santiago be and hereby appointed Chairman of the Town of Lake George Zoning Board of Appeal for the year 2011.

Ayes: 5      McCoy, Clark, Wood, Heinrich, Crocitto  
Nays: 0

Resolution was adopted.

**Permitted Absences for Planning and Zoning Boards**

Resolution #26-2011, Introduced by Councilperson Wood and seconded by Councilperson Heinrich, Resolved that the policy for permitted absences from regularly scheduled meetings of the Board of Appeals and the Planning Board be as follows: four (4) absences per year, or three (3) absences in a row, whichever occurs first. Further absence from meetings shall be cause for removal from the board.

Ayes: 5 McCoy, Clark, Wood, Heinrich, Crocitto

Nays: 0

Resolution was adopted.

**Contract Agreements**

Resolution #27-2011, Introduced by Councilperson Wood and seconded by Councilperson Clark, Resolved that the Town Board of the Town of Lake George authorizes the entering of contracts with the many agencies for financial support and/or services rendered. They are as follows:

- a. Caldwell-Lake George Library
- b. Hill View Free Library
- c. Lake George Arts Project
- d. Lake George Historical Society
- e. Lake George Emergency Squad
- f. Community Maternity
- g. Office of the Aging
- h. Lake George Chamber of Commerce
- i. Lake George Regional Planning Board
- j. Miller, Mannix, Schachner, and Hafner
- k. James Majors, C.P.A.
- l. Chris LaFountain/Computer programs
- m. Loftus, Ross C.P.A
- n. George Schuster, Dog Control Officer
- o. South Warren Snow Mobile Club
- p. Steve Burns, Meals on Wheels
- q. Convenient Medical Care

Ayes: 5 McCoy, Clark, Wood, Heinrich , Crocitto

Nays: 0

Resolution was adopted.

**General Municipal Law Adoption/ Procurement Policy as adopted on August 3, 2010**

Resolution #28-2011, Introduced by Councilperson Clark and seconded by Councilperson Heinrich, Resolved that the Town Board of the Town of Lake George will adopt General Municipal Law Section 104-B, sections that pertain to the Town of Lake George including Procurement Policy adopted on Aug 3, 2010.

Ayes: 5 McCoy, Clark, Wood, Heinrich, Crocitto

Nays: 0

Resolution was adopted

**Review of Court Records**

Resolution #29-2011, Introduced by Councilperson Wood and seconded by Councilperson Clark, Resolved that the Comptroller of the Town of Lake George shall review the court records for the year 2011.

Ayes: 5 McCoy, Clark, Wood, Heinrich, Crocitto  
Nays: 0

Resolution was adopted.

**Appointment to County Planning Board**

Resolution #30-2011, Introduced by Councilperson Wood and seconded by Councilperson Crocitto, Resolved that John Kim be appointed as the representative of the Town of Lake George on the Warren County Planning Board.

Ayes: 5 McCoy, Clark, Wood, Heinrich, Crocitto  
Nays: 0

Resolution was adopted.

**COMMITTEES FOR THE TOWN**

**Committee**

Deputy Supervisor  
Public Works (Highway, Mines & Landfill)  
Sewer & Water  
Insurance  
Tourism  
Records Management  
Buildings, Grounds, Parks  
Planning and Zoning  
Public Safety (Fire Dept, EMS, Bicycle Safety)  
Lighting/ Courts  
Dog Control  
Youth Commission  
Personnel  
Senior Citizens/Go Green Committee  
Library  
Village Relations  
Historian, appointed by Supervisor

**Councilperson**

Crocitto  
Crocitto  
Wood, Heinrich  
Crocitto  
Crocitto, Wood  
Clark  
Wood  
Wood  
Heinrich  
Clark  
Crocitto  
Crocitto  
Clark, Heinrich  
Clark  
Clark  
Heinrich  
Peg Edwards

**Transfer of monies for the year ending December 31, 2010**

Transfer was done at meeting on Thursday Dec 30, 2010

Councilperson Wood added that he had an appointment for the Zoning Board, he read a letter from Peter Keating of Rose Point in Lake George requesting such and asked if the Board would consider approving this appointment.

Resolution 31-2011-Motion made by Councilperson Wood, seconded by Councilperson Clark, to appoint Peter Keating to the Zoning Board for the term ending December 31, 2015.

Ayes : 5 McCoy, Clark, Wood, Heinrich, Crocitto  
Nays: 0

Resolution was passed.

There was a question regarding the possibility of a 40,000 square foot Price Chopper Store being built across from McDonalds on Prosser Rd. It was said that the application has not been submitted yet but that a developer has bought the property.

**It was mentioned by Councilperson Heinrich that no raises were given this year only the longevity if it was due.**

**Councilperson Crocitto mentioned a light show he had seen at Disneyworld and suggested that it may be a way to light up the Town and Community in a festive way, not just for Christmas. It is spectacular and maybe could utilize the Trolley. It could showcase Lake George if done properly.**

**A motion was made at 4:02 pm by Councilperson Crocitto, and seconded by Councilperson Clark, that the Board go into Executive Session for a Personnel Issue.**

**Ayes: 5 McCoy, Clark, Wood, Heinrich, Crocitto**  
**Nays: 0**

**A motion was made to come out of Executive Session by Councilperson Clark and seconded by Councilperson Wood.**

**The Board came out of Executive Session at 5:05 pm. No Decision was made.**

**A motion was made by Councilperson Clark and seconded by Councilperson Wood to adjourn the meeting at 5:06 pm**

**The meeting was adjourned.**

**Respectfully Submitted**

**Deb Foley, Town Clerk**