

MINUTES OF THE REGULAR TOWN BOARD MEETING OF THE TOWN OF FORT ANN HELD ON MONDAY, MARCH 9, 2020 AT 6:00 P.M. AT THE FORT ANN FIREHOUSE

PRESENT: Supervisor Samuel J. Hall
Councilman Dennis Fletcher
Councilwoman Deborah Witherell
Councilman Michael Sexton

ABSENT: Councilwoman Gretchen Stark

OTHERS PRESENT: Barbara Winchell, Town Clerk, Paul Winchell, Highway Superintendent, Helen Denno, Clerk to the Supervisor, Jennifer Jackson, Clerk to the Supervisor – Trainee, Jeffrey Meyer, Attorney for the Town, Mark Miller, Enforcement Officer, Dale Grinnell, George F. Smith, Penny Gould, Bill Bailey, Chad Wilson

Meeting was called to order at 6:00 p.m. with the Pledge of Allegiance to the Flag.

Moment of silence was held for the following Fort Ann residents Phyllis Northup, Hiram Ward, Donald Tripp, James Archambault, Dr. Daniel O’Keefe, Noreen Barron and Virginia Lunt.

On motion of Councilwoman Witherell, seconded by Councilman Sexton to approve tonight’s agenda.

Motion was carried unanimously.

Motion was introduced by Councilman Fletcher, seconded by Councilwoman Witherell to accept the Special Town Board Meeting Minutes from January 29, 2020.

Motion was carried unanimously.

Motion was introduced by Councilman Sexton, seconded by Councilman Fletcher to accept the Regular Town Board Minutes of February 10, 2020.

Motion was carried unanimously.

Supervisor Hall read the February 2020 monthly financial statement.

Checking Account Balances

General Fund	\$ 306,823.65
Highway Fund	\$ 53,116.28
Youth Commission	\$ 1,164.31
Hadlock Dam Project	\$ 240.09
Hadlock Park District Fund	\$ 13,375.92
Consolidated Health District	\$ 370.48
Trust & Agency Fund	\$ 1,571.23
Medical Reimbursement Fund	\$ 4,867.82

Savings Accounts

General Fund	\$ 437,306.25
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Highway Fund	\$1,009,860.29
Hadlock Park District	\$ 240,165.22
LOSAP	\$ 6,908.82

Motion was introduced by Councilwoman Witherell, seconded by Councilman Fletcher to pay the bills as warranted and audited.

Motion was carried unanimously.

6:02 p.m. Public Comment opened on the agenda items.

6:03 p.m. Public Comment closed without comment.

Supervisor’s Report: Supervisor Hall stated that on 3/19/2020 at noon the first tapping of maple trees will take place on County Rte 16, Fort Ann. The Commissioner of Department of Agriculture will do the first tapping. Supervisor Hall plans on attending and he’d like to see as many town board members come to this event as possible.

Supervisor Hall stated that the Caprood property process is moving along slowly but it is moving forward. The grant application has been submitted. There have been discussions at the Federal level, with new personnel coming in and not being familiar with terminology, but are okay with the terminology used on the grant paperwork.

Supervisor Hall reported on behalf of Councilwoman Stark through the Office for Aging that Carolyn Ouder Kirk was one of the people named New York Senior of the year. SAIL (Southern Adirondack Independent Living), 71 Glenwood Ave., Queensbury has free walkers, canes, etc. for senior citizens. The Washington County Office for Aging and Argyle Central School’s Drama Club is having a dinner theatre April 30, 2020 at 5:00 p.m. at the Argyle Central School. The cost is \$5.00 and there’s a notice on the Town Hall bulletin board with further details. The bike trail from Fort Edward to Fort Ann should be completed by the end of summer and we need to be thinking of a ribbon cutting ceremony.

Supervisor Hall wanted to mention the virus that’s going around and that there is not program set up specifically set up in the Town of Fort Ann because it is being overseen by Washington County. Washington County is working with the Department of Health. Washington County is currently operating business as usual providing services such as Meals on Wheels. Any investigations are being handled by Washington County Public Health. Rescue Squads were put on notice today to brush up on their procedures and handling calls such as this. Names and locations will not be released because of HIPPA requirements. All the criteria as we know it and receive it at the County level is being put out on the Washington County website.

Councilman Sexton stated that if anyone notices State Fire and Fire Department activity at Great Meadow Correctional Facility it is a preventive measure for the making of hand sanitizer at their site.

Town Clerk’s Report was given for February 2020. A thank you note was received from the Fort Ann Historical Society for selling the history books at the Town Hall on their behalf.

Highway Superintendent Report: The Highway Superintendent said they started grading dirt roads (Michigan Lane, Burquist Rd.) today. Shelving Rock is closed due to mud season. Sly Pond is still pretty wet. Patching up holes in blacktop roads and cutting brush from the snow/ice storm.

Highway Superintendent spoke with Supervisor Hall about trading in 2016 Ford F-450 and getting a 2020 or newer F-450 for less than \$19,000. The Highway Superintendent stated there is money in budget for this. There would be no borrowing involved.

Motion was made by Councilman Fletcher, seconded by Councilwoman Witherell to go out to bid for F450. The Highway Superintendent will get the specs together and the Town Clerk will advertise and open bids at the next regular Town Board Meeting April 13, 2020 at 6:00 p.m.

Motion was carried unanimously.

Enforcement Officer Report was given for February 2020. Councilman Fletcher stated he noticed there were a lot of vehicles at 11254 State Rte 149 address. Mark is going to stop at that location to see what is going on. Councilman Fletcher also noticed a concrete pad started to be built on to house at 10527 State Rte 149. Mark told him that Washington County put a stop order on it. Supervisor Hall stated that he received an inquiry about a house on Rathbunville Road. The Enforcement Officer stated that he has spoke to Washington County Code Enforcement about this because the house is complete and people living in it but it was not built to code.

Historian: Christine Milligan, not present. Dale Grinnell still putting together a list of all the Town of Fort Ann cemeteries so a sign can be made and erected at the pocket park. Supervisor Hall reported back on the brochure holders that were down at the pocket park and originally thought to be damaged by a snow plow but that was not the case.

RESOLUTION #36-2020

AUTHORIZING SUPERVISOR HALL TO SIGN THE HALEY & ALDRICH PROPOSAL FOR ANNUAL HADLOCK DAM INSPECTION SERVICES

On motion of Councilwoman Witherell, seconded by Councilman Sexton to accept resolution entitled "Resolution Authorizing Supervisor Hall to sign the Haley & Aldrich Proposal for Annual Hadlock Dam Inspection Services."

ADOPTED	AYES 4	Fletcher, Sexton, Witherell, Hall
	ABSENT 1	Stark

RESOLVED, the Town Board hereby approves the 2020 contract with Haley & Aldrich for Dam inspection services for the fee of \$4,400.00 and further authorizes the Town Supervisor to execute the requisite agreement.

RESOLUTION #37-2020

TO MODIFY THE 2019 BUDGET BY APPROPRIATING ADDITIONAL CHIPS REVENUE TO BE USED FOR CAPITAL OUTLAY – HIGHWAY ROAD IMPROVEMENTS

On motion of Councilman Fletcher, seconded by Councilman Sexton to accept resolution entitled "Resolution to Modify the 2019 Budget by Appropriating Additional CHIPS Revenue to be used for Capital Outlay – Highway Road Improvements."

ADOPTED AYES 4 Fletcher, Sexton, Witherell, Hall
 ABSENT 1 Stark

RESOLVED, the 2019 budget shall be modified by appropriating additional revenue.

RESOLUTION #38-2020

TO MODIFY THE 2019 BUDGET BY TRANSFERRING FUNDS BETWEEN APPROPRIATIONS DUE TO SHORTAGES IN SPECIFIED ACCOUNTS

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution to Modify 2019 Budget by Transferring Funds between Appropriations due to shortages in specified accounts."

ADOPTED AYES 4 Fletcher, Sexton, Witherell, Hall
 ABSENT 1 Stark

RESOLVED, the 2019 budget shall be amended by transferring funds between appropriations as indicated.

RESOLUTION #39-2020

TO MODIFY THE 2019 BUDGET BY APPROPRIATING MONEY FROM THE FUND BALANCE TO COVER EXCESS EXPENDITURES INCURRED BY THE FUND DUE TO SPECIAL ELECTION FOR WEST FORT ANN AND PILOT KNOB FIRE PROTECTION

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution to Modify the 2019 Budget by appropriating money from the fund balance to cover excess expenditures incurred by the fund due to Special Election for West Fort Ann and Pilot Knob Fire Protection."

ADOPTED AYES 4 Fletcher, Sexton, Witherell, Hall
 ABSENT 1 Stark

RESOLVED, the 2019 budget shall be modified by appropriating funds to the accounts as indicated.

RESOLUTION #40-2020

TO MODIFY THE 2019 BUDGET BY TRANSFERRING FUNDS FROM THE CONTINGENCY FUND TO COVER SHORTAGES IN SPECIFIED ACCOUNTS

On motion of Councilwoman Witherell, seconded by Councilman Sexton to accept resolution entitled "Resolution to Modify the 2019 Budget by Transferring Funds from the Contingency Fund to Cover Shortages in Specified Accounts."

ADOPTED AYES 4 Fletcher, Sexton, Witherell, Hall
 ABSENT 1 Stark

RESOLVED, the 2019 budget shall be modified by transferring funds between appropriations as indicated.

Supervisor Hall asked Helen Denno, Budget Officer, to take a moment to talk about Resolutions #41, #42 and #43.

Helen stated it was probably two (2) years ago that she announced she would be retiring March of 2020. Last year she and the previous Town Supervisor had made provisions in the budget to accomplish her leaving and training someone else. No one showed any interest in the position in 2019. Helen stated she and the previous Town Supervisor had a plan to hire a Clerk to the Supervisor – Trainee in November 2019 but that didn't happen. Washington County Civil Service Department assisted the Town of Fort Ann. Ten (10) weeks of training was lost at the end of 2019 but Jennifer has been training with Helen for the last six (6) weeks and is doing great. Supervisor Moore had put in for Helen to be on call for up to 100 hours at \$25.00/hour. This is all staying within the adopted budget. If/when Jen goes to 37 ½ hrs. a week we would be over budget but there's enough in supervisor's contractual to cover the overage. Helen will be staying on as budget officer \$1,500.00 is not enough but will be re-examined during the 2021 budget process. Helen said not only do she and Jen answer to the Town Board but NYS Comptroller's Office. Rather than be on call Helen would continue to train, supervise and answer Jen's questions six (6) to seven (7) hours a week as a part-time Account Clerk. Helen mentioned that NYS retirement used to be reported on a monthly basis but they are switching very soon that every single person, whether enrolled in NYS retirement or not, has to be put in system. On April 17, 2020 Jen will be going to Washington County to learn just the basics of retirement such as enrolling someone.

**RESOLUTION #41-2020
TO ACCEPT CLERK TO THE SUPERVISOR RESIGNATION**

On motion of Councilman Sexton, seconded by Councilman Fletcher to accept resolution entitled "Resolution to Accept Clerk to the Supervisor Resignation."

ADOPTED AYES 4 Fletcher, Sexton, Witherell, Hall
 ABSENT 1 Stark

RESOLVED, that the Town Board of the Town of Fort Ann accepts the resignation of Helen A. Denno, Clerk to the Supervisor, effective March 20, 2020.

**RESOLUTION #42-2020
APPOINTING A CLERK TO THE SUPERVISOR**

On motion of Councilwoman Witherell, seconded by Councilman Sexton to accept resolution entitled "Resolution Appointing a Clerk to the Supervisor."

ADOPTED AYES 4 Fletcher, Sexton, Witherell, Hall
 ABSENT 1 Stark

RESOLVED, the Town Board of the Town of Fort Ann does hereby approve the appointment of Jennifer Jackson as Clerk to the Supervisor, effective March 21, 2020, at the hourly rate of \$15.50, to be paid biweekly.

**RESOLUTION #43-2020
CREATING POSITION OF PART-TIME ACCOUNT CLERK AND APPOINTING HELEN A. DENNO**

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution Creating Position of Part-Time Account Clerk and Appointing Helen A. Denno."

ADOPTED AYES 4 Fletcher, Sexton, Witherell, Hall
 ABSENT 1 Stark

RESOLVED, the Town Board of the Town of Fort Ann creates the position of part-time Account Clerk and appoints Helen A. Denno to the position of part-time Account Clerk, effective March 21, 2020, at the hourly rate of \$25.00, to be paid biweekly.

Supervisor Hall thanked Helen on behalf of the Town Board for staying on to train Jennifer Jackson and make sure it's a smooth transition.

The Attorney for the Town, Jeff Meyer, asked Supervisor Hall if the Old Stone House Library is on the registry for historic places and Mr. Grinnell from the Fort Ann Historical Society confirmed it is.

The Attorney for the Town read the questions from Part II of the Short Environmental Assessment Form (SEAF 2019), the Board responded that "No or Minor Impacts" may result from the proposed action for all of the questions contained therein. A complete copy of the Short EAF is on file at the Clerk's Office. Based on the information and analysis contained in the Short EAF the Town Supervisor request a resolution determining that the proposed action will not result in any significant adverse environmental impacts. Motion was carried.

On motion of Councilwoman Witherell, seconded by Councilman Fletcher,
RESOLVED, that the Town hereby issues a Negative Declaration in connection with its findings pursuant to the State Environmental Quality Review Act (SEQRA"), as codified under 6 NYCRR Part 617 et. seq., relative to the adoption of this resolution, whereby the adoption thereof constitutes an Unlisted Action that will not result in significant adverse environmental impact.

Next month Helen will prepare resolution appropriating \$4,955.00 from 2019 budget and moving into the Capital Project Fund.

RESOLUTION #44-2020

ESTABLISHING A CAPITAL PROJECT FUND AND BUDGET RELATING TO THE RENOVATIONS FOR THE OLD STONE HOUSE LIBRARY AND AUTHORIZING THE EXPENDITURE OF FUNDS FROM THE BUILDING CAPITAL RESERVE FUND FOR THE COSTS ASSOCIATED WITH THE RENOVATION

RESOLVED, that the Town hereby issues a Negative Declaration in connection with its findings pursuant to the State Environmental Quality Review Act (SEQRA"), as codified under 6 NYCRR Part 617 et. seq., relative to the adoption of this resolution, whereby the adoption thereof constitutes an Unlisted Action that will not result in significant adverse environmental impact upon the environment.

BE IT FURTHER RESOLVED, that the Supervisor and/or the Town Budget Officer is hereby authorized to create a Capital Project Fund and Budget for the Project, in an amount not to exceed Seven Thousand Five Hundred Dollars (\$7,500.00), to pay for the renovation of the Library, including engineering and legal fees and any other incidental costs associated with the Project.

BE IT FURTHER RESOLVED that, in accordance with the General Municipal Law section 6-c, the Town hereby approves of and consents to the expenditure of funds in the amount of Seven Thousand Five Hundred Dollars (\$7,500.00) from the Building Capital Reserve Fund to be placed in the Capital Project Fund and Budget to be used for the renovations to the Old Stone House Library and incidental expenses associated therewith. The Town Board hereby authorizes Supervisor and/or Town Budget Officer to making the aforementioned expenditures. Pursuant to General Municipal Law section 6-c(4), the Town declares this resolution to be subject to permissive referendum and shall not take effect until thirty (30)

days from the date hereof pursuant to Town Law section 91 and that no expenditure may be made prior to the expiration of said thirty (30) day period, and that no expenditure may be made after said period if a petition has been duly filed Town Law section 91, without further action of the Town Board. The Town hereby directs the Town Clerk to post and publish a notice in the Post Star that this resolution has been adopted subject to permissive referendum as provided for in Town Law section 90.

Next month Helen will prepare resolution appropriating \$4,955.00 from 2019 budget and moving into the Capital Project Fund.

On motion of Councilman Fletcher, seconded by Councilwoman Witherell to accept resolution entitled "Resolution establishing a Capital Project Fund and Budget Relating to the Renovations for the Old Stone House Library and Authorizing the Expenditure of Funds from the Building Capital Reserve Fund for the Costs Associated with the Renovation."

ADOPTED AYES 4 Fletcher, Sexton, Witherell, Hall
 ABSENT 1 Stark

6:52 p.m. **Open Public Discussion** Bill Bailey asked about who issues certificate of occupancies. It's a Washington County liability not a Town of Fort Ann liability in his opinion. Supervisor Hall responded it's Washington County Code Enforcement that issues CO's.

Dale Grinnell stated that two (2) or three (3) years ago the Red Cross was giving out First Alert smoke alarms but he was wondering if that is still happening. Councilman Sexton will look into this and report back out.

6:59 p.m. **Closed Public Discussion**

7:00 p.m. motion was introduced by Councilwoman Witherell, seconded by Councilman Fletcher to adjourn.

Motion was carried unanimously.

Total Abstracts:	General:	\$9,218.86
	Highway:	\$28,067.29

Respectfully submitted,

Barbara J. Winchell, Town Clerk
Town of Fort Ann, New York

Dated: March 20, 2020