

**MINUTES OF THE REGULAR TOWN BOARD MEETING OF THE TOWN OF FORT ANN HELD ON MONDAY, MAY 14, 2018 AT 6:00 P.M. AT THE FORT ANN TOWN HALL**

**PRESENT:** Supervisor Richard Moore  
Councilman Dennis Fletcher  
Councilwoman Gretchen Stark  
Councilwoman Deborah Witherell

**ABSENT:** Councilman Samuel Hall

**OTHERS PRESENT:** Paul Winchell, Highway Superintendent, Helen Denno, Confidential Secretary to the Supervisor/Bookkeeper, Barbara Winchell, Town Clerk, Jeff Meyer, Attorney for the Town, Todd Humiston, Dog Control Officer, Mark Miller, Enforcement Officer, Dale Grinnell, George Smith, Chad Wilson, Michele Vara, James Black, Gene Connell, Jeremy Treadway, Arlene Green

Meeting was called to order at 6:00 p.m. with the Pledge of Allegiance to the Flag and a moment of silence was held for deceased Fort Ann residents Joshua L. Fronhofer, James H. Tyler, Jr., Margaret “Pudgie” Hurley, Shirley A. Breault and Judy L. Lynch. A moment of silence was held for Billy J. Rivers, Sr. of South Glens Falls as he was a member of the West Fort Ann Volunteer Fire Company.

Motion was introduced by Councilwoman Witherell, seconded by Councilman Fletcher to accept tonight’s agenda.

Motion was carried.

Motion was introduced by Councilman Fletcher, seconded by Councilwoman Stark to accept the Regular Town Board Minutes of April 9, 2018.

Motion was carried.

Supervisor Moore read the April 2018 monthly financial statement.

**Receipts for the month of April**

General Fund \$ 21,849.32

**Disbursements**

General Fund \$ 54,404.63

Highway \$ 79,673.87

**Checking Account Balances**

General Fund \$ 62,207.16

Highway Fund \$ 53,959.31

Youth Commission \$ 1,295.51

Hadlock Dam Project \$ 239.94

Hadlock Park District Fund \$ 10,575.68

Consolidated Health District \$ 1,107.68

Trust & Agency Fund \$ 511.61

Medical Reimbursement Fund \$ 4,536.28

**Savings Accounts**

General Fund	\$595,142.95
Hadlock Park District	\$193,942.15
Highway Fund	\$861,629.15
LOSAP	\$ 22,240.97

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

Motion was carried.

**Public comment** was opened and closed without any comment.

**Supervisor’s Report:** Town Board was provided with a copy of the Budget to Actual for 1<sup>st</sup> quarter 2018. The Town Board had no questions/comments.

Trial was held here this morning and Meyer & Fuller couldn’t represent the town due to a conflict so another law firm represented the town. Supervisor Moore informed the Town Board everything went well.

Last week Washington County announced that the town should receive its first mortgage tax payment through 3/31/18. The check will be in the amount of \$53,496.29. The second check is expected in October.

Board of Assessment Review will be held at the Fort Ann Town Hall on June 7, 2018 from 4:00 p.m. – 8:00 p.m.

The tentative 2018 tax roll is on the town’s website ([townoffortannny.com](http://townoffortannny.com)).

The Post Star is having its annual Shining Stars Awards Luncheon on Tuesday, June 19, 2018, at noon at The Great Escape Lodge. Virginia Parrott is the Fort Ann resident being recognized for her devoted time, talent, energy and resources to the community. Information is available at the Town Clerk’s Office or on the town’s website shown above for anyone interested in attending.

On May 15, 2018 from 9:30 a.m. – 11:30 a.m. the Washington County Safety Officer, Phil Spezio, will be conducting mandatory OSHA compliance training for safety and health for all town employees as well as Granville and Fort Ann County Highway employees at the Fort Ann Fire house.

The Highway Superintendent and Supervisor Moore met with a couple of the Mattison’s a couple of weeks ago and it was decided to keep Mattison Road closed at this time. Supervisor Moore will continue to look for possible grant money. Supervisor Moore explained usually this type of grant is a 50/50. So for instance, if it costs \$1M to repair the road the town would still have to come up with \$500,000.00.

Washington County Public Works distributed a 2018 schedule of paving projects. On that list is 2 inches of topping from Catherine Street to West Road; Evans Lane to West Road; 1.25 miles of West Rd. to Friedman’s pit. (copy given to Highway Superintendent)

Supervisor Moore was hoping to announce tonight that we were ready to go out to advertise for work for the Hogtown Culvert. Supervisor Moore received approval today to post the job in the newspaper. He spoke with the engineer today because there are still two (2) permits outstanding (one (1) from DOT and one (1) from Army Corp of Engineer). Supervisor Moore hopes to receive the permits by Friday, May 18, 2018 so there would be three (3) weeks available for the bidding process and they could be opened at the June town board meeting.

The Highway Superintendent and Town Supervisor worked with Washington County on submitting an application for Bridge NY 2018 program to replace culvert on Old S. Rte 4. Supervisor Moore is hoping we are selected because this culvert is very expensive to replace and it would be paid 100% without town money if we were selected.

Supervisor Moore received a call from the Washington County Board of Supervisors Chairman advising Supervisor Moore that he will now be one (1) of the three (3) Washington County Supervisors appointed as a Lake Champlain Lake George Regional Planning Board Member.

Hadlock Dam DEC inspection took place; had recommendations and the recommendations have been addressed.

Supervisor Moore is pleased to report that the renewal premium for the town's property & casualty insurance. This year is \$32,242.00 which is a decrease from last year's premium of \$32,428.00.

Supervisor Moore met with Mike Grasso, Cool Ins. Agency, and Mr. Grasso suggested the town increase their umbrella policy for liability insurance coverage from \$1M to \$5M. Supervisor Moore is recommending the board to consider an increase from \$1M to \$2M. The additional annual cost would be \$1,000.00.

#### **RESOLUTION #74-18**

#### **ACCEPTING THE INSURANCE PROPOSAL AND INCREASING THE UMBRELLA COVERAGE**

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution to Accept the Insurance Proposal with Increasing Umbrella Coverage."

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

**RESOLVED**, that the Town Board of the Town of Fort Ann authorizes acceptance of the insurance proposal and authorizes the increase of Umbrella Coverage from \$1,000,000.00 to \$2,000,000.00 through Cool Insuring Agency.

Councilman Fletcher received a phone call from a resident wondering about the status of the trailer park across from AutoSaver on Rte 22. He expects this resident to attend the June town board meeting. Will be addressed during Enforcement Officer portion of meeting. He wished all the mothers in attendance a belated Happy Mother's Day.

Councilwoman Stark thanked Supervisor Moore, Councilwoman Witherell and Patricia Cantanucci that assisted with the canal sweep clean up on Saturday, April 21, 2018.

Councilwoman Stark stated that an ad would need to run for a Lifeguard for Fort Ann/Pilot Knob beach.

On July 8 through July 15, 2018 there will be a bike ride from Buffalo to Albany along 400 miles of the Erie Canal. She has brochures for anyone that may be interested in this event.

There is information from Office of the Aging on the Town Hall bulletin board.

On May 19, 2018 there is AARP driving course being offered from 9:00 a.m. – 3:00 p.m. in Greenwich.

May 21, 2018 is National salad lunch day. There is a luncheon scheduled that day at the Fort Ann Fire house. She has the phone number to contact to register. The cost is \$3.00 for over 60 and \$5.00 under 60.

Joe Wright was selected as NYS Citizen of the Year. Councilwoman Stark has nomination forms if anyone has someone in mind for next year.

The Post Star contacted Supervisor Moore about the trail today. The people that own the campground on Clay Hill may give an easement. Supervisor Moore stated the state won't do the work on the land so he has to see the Highway Superintendent about building a trail and what would it entail. The state is moving along pretty quickly about Clay Hill Road. Supervisor Moore and Councilwoman Stark will attend a meeting May 16, 2018 at 10:30 a.m. at Washington County about this.

Councilman Hall could not be here tonight but left information with Supervisor Moore to report out on:

- The LA Group met with George Sherwood to walk the Battle Hill land and expect there will be a report early part of June as to what happens next.
- Fort Ann Rotary participated in the Clean Sweep on Friday, April 20, 2018.

**Town Clerk's Report** was given for April 2018. Burn ban ends every year on May 14<sup>th</sup>. The Town Clerk's Office will be able to start issuing burn permits May 15<sup>th</sup>.

**Highway Superintendent Report:** Finishing up grading dirt roads and should be done with Shelving Rock this week; started mowing cemeteries a couple of weeks ago; most of roads have been swept – need rain so not so dusty. County bids have been received for culvert pipe for the year. This has been budgeted for.

**Enforcement Officer Report** was given for the month of April 2018. Councilman Fletcher asked about the issue on Morgans Lane. Mark will follow-up with Washington County Code Enforcement. Mark will ask the Attorney for the Town to draft a letter to the owner of the trailer park across from AutoSaver to obtain a roster of tenants with their legal addresses so he'll know which ones he needs to send letters to. Councilman Fletcher asked Mark to keep him updated.

**Historian Report:** Virginia Parrott not present but Dale Grinnell stated there is a Boy Scout that will be working with him to paint one (1) or two (2) of the signs as his Eagle Scout project.

**Lake Hadlock Project Manager,** Joseph Loszynski, not present but he emailed a copy of his report to the Town Board Member's. A paper copy is on file in the Town Clerk's Office for anyone who would like a

copy. Supervisor Moore mentioned that it doesn't appear that hand harvesting will take place this summer.

**Dog Control Report:** paper copy was given to Town Board Member's. School program was a success. Todd emailed the town board that he will be on vacation for ten (10) days at the end of July. Mike Hayes will be available for \$30/day. Supervisor Moore asked Todd to follow-up with Mike Hayes and then report back to Supervisor Moore. Todd stated the court case this morning went very well. Todd stated there are two (2) pending tickets and a no show last week so the Judge issued a warrant. Todd is aware of a loose dog out by AutoSaver. It's not bothering anyone but people are worried about it getting hit.

**New Business:** Only one (1) bid was received from advertisement in *The Post Star* for tree removal service. The Highway Superintendent did contact about ten (10) different places. The Highway Superintendent clarified that the Highway Department does the clean up. The Highway Superintendent will contact Mr. Burt about providing the proof of insurance.

#### **RESOLUTION #75-18**

##### **ACCEPT BID FOR TREE REMOVAL SERVICE**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled "Resolution to accept bid for tree removal service."

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

**RESOLVED**, that the Fort Ann Town Board accepts the bid in the amount of \$115.00 per hour from Frank A. Burt, 1606 Rte 9, South Glens Falls, NY 12803 conditioned upon, and subject to, Mr. Burt submitting proof of insurance naming the Town as an additional insured and as approved by the Attorney for the Town.

#### **4.2 ADK MX New Shed and Storage containers**

The property was discussed along with site improvements that have occurred on the property. Mr. Treadway has begun construction of an 18x36 building to replace the existing ticket shed. Mr. Treadway addressed the Board and explained what has occurred to date. The Town Board advised Mr. Treadway that they would investigate further and determine whether improvements required site plan approval. It was recommended to Mr. Treadway that he attend the May meeting of the Planning Board and bring his property into compliance.

**4.3 PROCUREMENT POLICY REVIEW/UPDATE** Supervisor Moore recommends the town adopting the procurement limits that Washington County has.

#### **RESOLUTION #76-18**

##### **AMENDING THE TOWN OF FORT ANN PROCUREMENT POLICY**

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution to amend the Procurement Policy of the Town of Fort Ann."

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

**RESOLVED**, that the Fort Ann Town Board adopts the amended procurement policy of the Town of Fort Ann.

**RESOLUTION #70-18**

**TO MODIFY THE 2018 BUDGET BY TRANSFERRING FUNDS FROM THE CONTINGENCY FUND TO COVER EXCESS EXPENDITURES DUE TO THE NEED TO PAY DEPUTY TOWN CLERK TO ASSIST IN PROCESSING FOIL REQUESTS**

On motion of Councilman Fletcher, seconded by Councilwoman Stark to accept resolution entitled “Resolution to modify the 2018 budget by transferring funds from the Contingency Fund to cover expenditures due to the need to pay Deputy Town Clerk to assist in processing FOIL requests.”

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

**RESOLVED**, the 2018 budget shall be amended by appropriating \$115.00 from A1990.4 Contingency Fund to A1410.1 Town Clerk – personal services.

**RESOLUTION #71-18**

**TO MODIFY THE 2018 BUDGET BY TRANSFERRING FUNDS FROM THE CONTINGENCY FUND TO COVER EXCESS EXPENDITURES FOR ENGINEERING COSTS RELATED TO THE BATTLE HILL TRAIL MASTER PLAN**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled “Resolution to modify the 2018 budget by transferring funds from the contingency fund to cover excess expenditures for engineering costs related to the Battle Hill Trail Master Plan.”

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

**RESOLVED**, the 2018 budget shall be amended by appropriating \$15,000.00 from A1990.4 Contingency Fund to A1440.4 Engineers – contractual.

**RESOLUTION #72-18**

**TO MODIFY THE 2018 BUDGET BY APPROPRIATING MONIES RECEIVED FROM A GRANT FROM THE JUSTICE COURT ASSISTANCE PROGRAM TO BE USED FOR IMPROVEMENTS TO THE COURT AND THE PURCHASE OF OFFICE EQUIPMENT FOR THE TOWN JUSTICE**

On motion of Councilwoman Stark, seconded by Councilwoman Witherell to accept resolution entitled “Resolution to modify the 2018 budget by appropriating monies received from a grant from the Justice Court Assistance Program to be used for improvement to the court and the purchase of office equipment for the Town Justice.”

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

**RESOLVED**, the 2018 budget shall be amended by appropriating \$7,292.60 from A510 Estimated Revenues A3089 State Aid – other to A960 Appropriations A1110.4 Justice Court – contractual.

**RESOLUTION #73-18**

**BOND RESOLUTION AUTHORIZING THE ISSUANCE OF \$203,744.62 AGGREGATE PRINCIPAL AMOUNT OF SERIAL BONDS OR A STATUTORY INSTALLMENT BOND OF THE TOWN OF FORT ANN TO PAY THE**

**COSTS FOR THE PURCHASE OF A NEW 2019 WESTERN STAR 4700SF TRUCK AND TANDEM EQUIPMENT PACKAGE FOR THE HIGHWAY DEPARTMENT OF THE TOWN OF FORT ANN AND AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES OF THE TOWN OF FORT ANN FOR THE AFORESAID PURPOSES AND IN CONNECTION THEREWITH**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled “Bond Resolution authorizing the issuance of \$203,744.62 aggregate principal amount of serial bonds or a statutory installment bond of the Town of Fort Ann to pay the costs for the purchase of a new 2019 Western Star 4700SF Truck and Tandem Equipment package for the Highway Department of the Town of Fort Ann and authorizing the issuance of Bond Anticipation Notes of the Town of Fort Ann for the aforesaid purposes and in connection therewith.”

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

**RESOLVED**, the adoption of this resolution in considered an action under the New York State Environmental Quality Review Act (SEQRA). The Town hereby declares that this action is a Type II action pursuant to 6 NYCRR 617.5(27), and hereby declares that the action does not have a significant impact on the environment and the action is hereby precluded from further environmental review.

**Open Public Discussion at 7:18 p.m.** Dale Grinnell stated last month there was a big push in Albany about smoke alarms.

Chad Wilson stated that Mr. Treadway brought up a couple of good points. Mr. Wilson stated that when the Town Board heads home tonight to look at the businesses that are not in compliance.

Councilman Fletcher stated he has just about had it with permits. He is of the opinion that people still do whatever they want. Councilman Fletcher stated everyone should be treated the same regardless of where they live and/or their income. Furthermore, why are we paying an Enforcement Office if people are going to do whatever they want? Councilman Fletcher said it’s been at least two (2) years that he knows of for the trailer park

**Close Public Discussion at 7:24 p.m.**

Motion was introduced by Councilwoman Witherell, seconded by Councilwoman Stark to adjourn at 7:25 p.m.

Motion was carried.

Total Abstracts:	General:	\$ 64,380.17
	Highway:	\$ 19,240.18
	Hadlock Park District:	\$ 558.65

Respectfully submitted,

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

Dated: May 24, 2018

