

TOWN OF SALEM
REGULAR MONTHLY MEETING-TOWN BOARD
MAY 13, 2020

Present: Supervisor Evera Sue Clary; Town Council: Marcus Blanck; Howard Law; Brenda Levey; Laura Dunham; Town Clerk-Pat Gilchrist; Clerk to Supervisor-Kathy Chambers

Others Present: Travis Keys-Highway

Public Present: None; due to COVID 19 & Gov.'s PAUSE order still in effect

Absent: Committee Heads/Members-No gatherings over 10 people due to Gov.'s PAUSE order

6:00 P.M.-Review of Warrants #4 & Abstract #4 for payment

7:00 P.M.-Meeting called to order by Supervisor Clary, followed by Pledge of Allegiance

Approval of Minutes-Motion made by Councilwoman Laura Dunham, seconded by Councilman Howard Law, to approve the regular monthly meeting minutes from March 11, 2020; passed unanimously 5-0 by the following Board members: Howard Law; Laura Dunham; Brenda Levey; Marcus Blanck Supervisor Evera Sue Clary

Motion made by Councilman Marcus Blanck, seconded by Councilwoman Laura Dunham, to approve the special meeting of March 19, 2020 (regarding the COVID 19 virus), held in the former Village Park; passed unanimously 5-0 by the following Board members: Marcus Blanck; Laura Dunham; Howard Law; Brenda Levey; Supervisor Evera Sue Clary

Motion to sign & pay Warrants #4, #5 & Abstract #4, #5 of 2020 for payment-Motion made by Councilman Howard Law, seconded by Councilwoman Brenda Levey, to sign & pay Warrants #4, #5 & Abstract #4, #5 as presented for payment; passed unanimously 5-0 by the following Board members: Howard Law; Brenda Levey; Marcus Blanck; Laura Dunham; Supervisor Evera Sue Clary

Motion made by Councilman Howard Law, seconded by Councilwoman Brenda Levey, to sign & accept Supervisor's Reports as present by Clerk to Supervisor Kathleen Chambers, for March & April, 2020; passed unanimously 5-0 by the following Board members: Howard Law; Brenda Levey; Marcus Blanck; Laura Dunham; Supervisor Evera Sue Clary

SUPERVISOR'S REPORT-Supervisor Clary reported that there was much need in the community w/this COVID 19 pandemic & the fact that so many people are out of work; food pantry deliveries are made to homes every Saturday (both the number served & necessary items have increased). #So Salem donations have been instrumental in providing items for the deliveries & others necessities as the need arises. Masks have & are being made by several people in the community w/fabric from the Quilting Beaver, w/several given to G. F. Nat'l. Bank to hand out to people as they come through the drive-thru.

NEW BUSINESS

Highway-Travis reminded the Board that he had sent everyone an e-mail w/proposals from New York Fire & Security for furnishing/installing a new fire alarm system @ the Water Barn, along w/a new camera system at the Water Barn (approximately \$8,400); installing new camera system @ Highway Garage & furnish/install a new fire alarm system @ Highway Garage (approximately \$9,400). Would like to get this started next year, if possible. New York Fire & Security was the only one to send in proposals out of the three companies that Travis contacted.

Land Across from Town Barn-has been cleared (5 acres out of 10); should be rented preferably to a local farmer for planting. **Motion made by** Councilman Howard Law, seconded by Councilwoman Laura Dunham, to put an ad in the paper to rent the same; passed unanimously 5-0 by the following Board members: Howard Law; Laura Dunham; Marcus Blanck; Brenda Levey; Supervisor Evera Sue Clary

Timber Bid-rec'd. by Allen Forestry & opened April 3, 2020 by both Mr. Allen & Sup't. Keys, per notice in the newspaper. The only bid rec'd. was from KB Logging of 583 West Road in Fort Ann, NY. **Resolution #35- Motion**

made by Councilwoman Laura Dunham, seconded by Councilman Marcus Blanck, to accept the bid sent to Allen Forestry by KB Logging (at the advice of Mr. Allen); passed unanimously 5-0 by the following Board members: Laura Dunham; Marcus Blanck; Brenda Levey; Howard Law; Supervisor Evera Sue Clary

Peckham-Travis & Kathy Chambers both advised the Board that Peckham had to be paid & the money will be reimbursed through CHIPS.

Spectrum-Travis has been in contact w/Spectrum regarding spotty internet access @ the Highway Garage, water barn & the Town Office. He is on his third contact as people keep leaving/getting moved to other departments. It is being looked into; hopefully will be upgraded/fixed in the near future!

Parking Ordinance-Drawn up by Att'y. Allan Wrigley for Eagleville Road; Rexleigh Road; Binninger Road and the lot owned by the Town from Main Street to Railroad Street (tax map #208.12-2-5-medical bldg.). Said Ordinance will take effect ten (10) days after publication & posting, or immediately upon personal service as provided by Section 133 of Town Law. An Ordinance is not a Local Law & will not be filed w/the State of NY; Clerk Gilchrist will contact Attorney Wrigley to see about posting & what is required for the newspaper.

Resolution #36-Motion made by Councilman Howard Law, seconded by Councilman Marcus Blanck, to pass & post notice of the Ordinance (in newspaper) for: **1-No parking** in northbound & southbound directions from the covered bridge to Washington County Rte. 61; **2-No parking** in northbound & southbound directions on Rexleigh Road; **3-Both directions** on Binninger Road from Eagleville Covered Bridge intersection to Washington County Rte. 61; **4-No parking in lot** owned by Town on North Main Street (tax map #208.12-2-5 medical building) for anyone other than building occupants; passed unanimously 5-0 by the following Board members: Howard Law; Marcus Blanck; Brenda Levey; Laura Dunham; Supervisor Evera Sue Clary

Crossing Guard-Discussion was held regarding paying current crossing guard until the end of the school year.

Resolution #37-Motion made by Councilman Howard Law, seconded by Councilwoman Laura Dunham, to pay crossing guard until the end of the current school year in June of 2020.

Other business in H'Way Dep't.: Both new stainless boxes are on; the Western Star is @ Albany Mack for cab repair; pick-up has been fixed by Whalen Chevrolet. Rented a dozer & pit is now ready for Ron Jameson to Make sand/gravel; survey done on new pit site. Grading dirt roads/hauling gravel as they can. Hope to begin paving in next couple of weeks; will be starting to put in culverts soon & gravelling dirt roads. Have begun more reclamation in the pit. Used new hot box for a day & it works great! Back on Mon.-Thurs.--two come in @ 5:30 a.m. & two @ 6 a.m.

Daily Report for April 1-April 26, 2020 will be filed.

Water Dep't.-Travis reported that flushing went very well. Had one person do community service scraping/painting, etc. @ water barn & he did a wonderful job!

Changes to Rules/Regulations-Town of Salem Water System-Eric e-mailed changes to everyone April 6, 2020, mostly in turn on/turn off section. **Motion made by** Councilman Howard Law, seconded by Councilwoman Laura Dunham, to accept changes as proposed to that section of the manual; passed unanimously 5-0 by the following Board members: Howard Law; Laura Dunham; Marcus Blanck; Brenda Levey; Supervisor Evera Sur Clary

Energy Assessment by NY Rural Water-Eric also e-mailed energy assessment report to all Board members on April 21, 2020, that was done by NY Rural Water free of charge on what they thought might be some energy savings @ the water barn. Three projects that could save money: turning well's VFD down (might be hard to do on well #2 as it is the original drive from 2003); renegotiate a lower electric rate; remove tax from bill as Town is tax exempt & shouldn't be paying any tax.

Report for April 8, 2020-will be filed (No Town meeting on 04/08/2020)

Report for May 13, 2020-Eric is only working @ the water barn & not at highway barn; communicating by e-mail & phone w/limited contact between he & Travis through this COVID crisis. 315 meters in service; regular upkeep & maintenance performed; did a couple mark outs for Dig Safe. Water tank communication issues fixed (someone was able to come out & assess the problem); just need to move the antenna @ the water barn now. No meter read was done this month--issues w/unload due to slow Wi-Fi @ water barn. As Travis reported,

spring flushing went very well; Eric did this himself, so it took a couple of extra days; he was able to go back out & hit dead ends; hydrants are all set until fall. All main valves in system have been operated & cleaned (painted caps blue when done so he would know which ones were done!). Eye wash/fire extinguisher checks done; did monthly water sample required by D.O.H.; it met the bacteriological requirements for a public water supply as set forth in subpart 5-1.5 of the State Sanitary Code under Public Health Law 225. Did two tests last month--one before flushing & one after flushing & both were good. All water mapping has been completed & reviewed once. We will need to look into a GPS web-based hand held electronic device to be able to do updates in the field. **May 13, 2020 report will be filed.**

Georgi

Wendy sent an e-mail to everyone on May 4, 2020, voicing her concerns regarding cancellations for weddings @ the Georgi or rental of the community room because of this COVID crisis; monitoring the property if it is going to be shut down, i.e. making sure people are social distancing, wearing masks, etc. It will be next to impossible to keep people from driving down in to fish, swim, etc. Bruce also wants the furniture removed from the depot as soon as possible--could possibly be stored in the fire dep't. bldg. on West Broadway? Her final request was for the Past Perfect program to document the collection (approx. \$1,614); the program will have not only the collection information but also member records, volunteer tracking, donation tracking, etc. It will take time to enter all the information, but it is a full-scale museum management software program.

1.-Regarding refunding money already paid in the form of a deposit-**Resolution #38-motion made by** Councilwoman Brenda Levey, seconded by Councilman Howard Law, that any person(s) requesting a refund for an event scheduled either at the Park, Museum, or Community Room from now through 12/31/2020 & wishes to cancel said event, request for refunding money paid must be in writing; a check will be mailed for the amount paid. Passed unanimously 5-0 by the following Board members: Brenda Levey; Howard Law; Marcus Blanck; Laura Dunham; Supervisor Evera Sue Clary.

2.-Wedding Wire, Eventective, & DocuSign-After much discussion, it was a Board consensus that Wedding Wire, Eventective & DocuSign be put on hold for now. Send a certified letter to Wedding Wire & Eventective requesting a refund for amount paid at least for the remainder of the year. The same for DocuSign if purchased; if not, no need to sign up for the same at the present time.

3.-Furniture Removal Issue-Motion made by Councilman Howard Law, seconded by Councilwoman Laura Dunham, for removal of furniture from the depot to fire bays on West Broadway, with Wendy & Bruce overseeing the same. Passed unanimously by the following Board members: Howard Law; Laura Dunham

4.-Monitoring the park-This will be very hard to do, but maybe putting a sign at the road entrance that everything is closed, with no events happening (museum & community room); no bathrooms available either & you enter at your own risk.

Sale of Furniture-Attorney Wrigley sent a copy of letter signed by Aaron M. Baldwin, Assistant Counsel, to the State Education Dep't., -to- Nathan M. Courtney, Assistant Attorney General of the Charities Bureau, @ the Office of the Attorney General, regarding the Surrogate's Court petition for Construction of the Will of Jessie Glen Georgi, seeking an Order approving the sale by the Georgi Museum & Park Center of 'certain pieces of furniture located on the propter to generate some additional funds to perform repairs & maintenance so that the Museum can continue to remain open to the public in furtherance of the desires of Jessie Glen Georgi'.

The State Education Department state that they have no objection to the proposed sale & the Court may be so advised. The Department's position does, however, relate **only** to this specific Petition. If looking to dispose of any other property by the Museum, separate/additional approvals from the State Education Department and/or the Board of Regents may be required under NYS Education Law.

Clerk to Supervisor Chambers advised that the Georgi budget would have to be looked at again as the money earmarked from weddings & community room rentals for 2020 would no longer be coming in. No money should be going out currently for anything except refund checks for event cancellations. Board liaison Brenda Levey will bring this information back to Wendy.

Tentative Roll Date/Grievance Day-At the request of Assessor Jean McLenithan & on advice of Attorney Wrigley, Jean would like to change the Tentative Roll date from May 1st, 2020 -to- June 1st, 2020. Jean has spoken to Board of Assessment Review Chairman, Tauno Wirkki; he is in agreement w/the change of date.

Resolution #39-Motion made by Councilman Howard Law, seconded by Councilwoman Brenda Levey, to change the Tentative Roll date from May 1st, 2020 -to- June 1st, 2020, with Grievance Day being held on June 24, 2020, from 4-8 p.m. in accordance with Executive Order 202.22; site to be determined depending on Governor's PAUSE order. Tentative Roll may be reviewed, by appointment w/Assessor, on Tuesday, May 26, 2020, from 9 a.m.-1 p.m. & on Wednesday, May 27, 2020, from 9 a.m.-1 p.m. Passed unanimously 5-0 by the following Board members: Howard Law; Brenda Levey, Laura Dunham; Marcus Blanck; Supervisor Evera Sue Clary
Jean will sit w/the tentative roll on 06/09 & 06/16 from 9 a.m.-1 p.m.; on June 17 from 4-8 p.m.; & on 06/20 from 9 a.m.-1 p.m.

Attorney Wrigley advises that grievances may also be submitted in writing; in the past, people have called in & been put on speaker phone so all BAR members could hear the grievance & questions could be asked.

Glens Falls Hospital Lease-Attorney Wrigley has sent a copy of the most recent Lease from the hospital that needs reviewing again; Councilman Law would like to see the same, also.

Lake Lauderdale Update-Supervisor Clary reported that opening or not opening of the park would be discussed at the monthly Board of Supervisors meeting on Friday. The thought is that the park will be accessible for walking trails but the beach & picnic area will be blocked off. Summer swim program has been cancelled by Village of Cambridge.

COVID 19 & Re-opening of Town Office-Should be by appointment for things like notarizing & marriage licenses; people coming in must social distance (at least 6' away) & wear a mask. H'Way Sup't. Travis Keys said he & his crew would volunteer to make a barrier for the front of the Clerk's desk w/plexiglass so people will have to put paperwork through the space.

NO PUBLIC WILL BE ALLOWED BEHIND OR AROUND THE TOWN CLERK AREA!!

Town Clerk Laptop Purchase-Up for discussion when doing 2021 budget; no money for this year.

Electronic Office Products Agreement-Resolution #40-Motion made by Councilman Howard Law, seconded by Councilwoman Brenda Levey, instructing Supervisor Evera Sue Clary to sign the lease agreement on the copier w/Electronic Office Products for another year, running from June of 2020 to June of 2021; passed unanimously by the following Board members: Howard Law; Brenda Levey; Laura Dunham; Marcus Blanck; Supervisor Evera Sue Clary

OLD BUSINESS

Sewer Committee Report- Laura Dunham advised that April mtg. was cancelled but Herb was in contact w/Mary Beth Bianconi re funding for public works projects & her thoughts on whether anything would still be available in light of the recent pandemic. Her response was sent to everyone & will be filed. Herb also contacted Candace Balmer, who would be doing the Income Survey. Delaware Engineering report from Feb. meeting was also sent again. Report will be filed. Hope to hold virtual meeting on May 26, 2020.

Resolution #41-At the request of Laura Dunham & the rest of the Sewer Advisory Committee, **motion made by** Councilwoman Brenda Levey, seconded by Councilman Howard Law, to add Don McPhee to the Sewer Advisory Committee; passed unanimously 5-0 by the following Board members: Brenda Levey; Howard Law; Laura Dunham; Marcus Blanck; Supervisor Evera Sue Clary

Salem Memorial & Veteran's Park Committee-Laura Dunham advised that no meetings were held in April or May. Plan submitted to all prior to meeting w/design concepts; mowing of paths that would or could be installed; taking care of trees by placing bark around them; discussing drainage issues in the park & some ideas Travis Keys discussed when he & Nancy Higby met down there. Thank-you, Nancy, for providing us with ideas to showcase the design concept presented. Report will be filed.

AUD Report for 2019-Clerk to Supervisor Kathy Chambers reported that the AUD Report for 2019 had finally been approved by the state & could now be copied for Town Office, etc. Clerk Gilchrist advised that she did not have a copy of 2018 on file, either. Kathy will get extra copies of that AUD printed, also.

Historian/Records Management-The Local Law for Records Management will have to be put on hold for now as no public hearings can be held; we need to figure out how to utilize on-line viewing or Zoom. Al & Judy continue to work over the internet putting Records Policy & Procedure/Disaster Manual together; the new plan will be far reaching, covering all town owned buildings w/contents. All NYS Archives workshops for April, May & June have been cancelled due to COVID 19; webinars are still available. Al was advised that the new NYS Budget contains money for Preservation-yippee!

Historic Preservation Commission-Al has spoken w/both Marie Bell & Debra Hodgekinson about the Pres. Church and house projects, respectively. Church project is on hold presently as contractor has not finished plan for the handicap ramp in front of the Church. The painting project will not need commission approval so could be started any time. Debra’s window replacement project was approved by County Code Enforcement Officer Theo Celani. No building permit is required unless a structural problem is found or there is a deviation from the county code for window replacement.

CORRESPONDENCE

Supervisor Clary advised she rec’d. a notice that the Bancroft Library was left money from an estate; Town very grateful for the same.

Letter rec’d. from a new business owner who is set up to operate a Pet Grooming Salon, located in Borador’s Animal Hospital building; would like to get started sooner rather than later. Not out of the Governor’s PAUSE orders yet; must follow the necessary steps set up by NYS.

New Municipal Letter of No Objection-rec’d. from Jacki Wang for the re-scheduled Tour of the Battenkill to be held now on September 12, 2020. **Motion made by** Councilwoman Brenda Levey, seconded by Councilman Howard Law, giving permission for Supervisor Evera Sue Clary to sign the Municipal Letter of Acknowledgement/No Objection for the use of **only** Town Roads in the Town of Salem for the Tour of the Battenkill to be held on September 12, 2020; passed 4-1 by the following Board members: Brenda Levey; Howard Law; Laura Dunham; Supervisor Evera Sue Clary. Councilman Marcus Blanck voted No.

THE FOLLOWING RESOLUTIONS WERE PASSED:

Resolution #42-Motion made by Councilman Howard Law, seconded by Councilman Marcus Blanck, for a transfer as follows:

DA2680 BAN Proceeds	\$ 100,000.00	
DA5130.2 Machinery		\$ 100,000.00

Zwack-Dump Boxes

Passed unanimously 5-0 by the following Board members: Howard Law; Marcus Blanck; Brenda Levey; Laura Dunham; Supervisor Evera Sue Clary

Resolution #43-Motion made by Councilman Marcus Blanck, seconded by Councilwoman Brenda Levey, for a transfer as follows:

DA2680 Insurance Proceeds	\$ 4,083.64	
DA5130.4		\$ 4,083.64

Insurance on Pickup

Passed unanimously 5-0 by the following Board members: Marcus Blanck; Brenda Levey; Laura Dunham; Howard Law; Supervisor Evera Sue Clary

Resolution #44-Motion made by Councilwoman Brenda Levey, seconded by Councilman Howard Law, for a transfer as follows:

DA9060.8 Health Insurance	\$ 1,697.16	
DA9010.8 Retirement		\$ 1,697.16

Retirement

Passed unanimously 5-0 by the following Board members: Brenda Levey; Howard Law; Marcus Blanck; Laura Dunham; Supervisor Evera Sue Clary

Resolution #45-Motion made by Councilman Howard Law, seconded by Councilman Marcus Blanck, for a transfer as follows:

A2680 Insurance Proceeds	\$	80.52	
A1910.4 Insurance			\$ 80.52

Money for Hot Box Insurance

Passed unanimously 5-0 by the following Board members: Howard Law; Marcus Blanck; Laura Dunham; Brenda Levey; Supervisor Evera Sue Clary

Motion to Adjourn-Motion made by Councilman Howard Law, seconded by Councilman Marcus Blanck, to adjourn the regular monthly meeting of the Salem Town Board; passed unanimously 5-0 by the following Board members: Howard Law; Marcus Blanck; Brenda Levey; Laura Dunham; Supervisor Evera Sue Clary Meeting adjourned @ 7:45 p.m.

Next Regular Monthly Meeting of the Salem Town Board will be held on Wednesday, June 10, 2020, location to be determined, review of Warrants #6 and Abstract #6 to begin at 6:00 p.m., regular meeting to begin @ 7:00 p.m. Bear with us, please, we are trying to figure out internet issues w/Zoom meetings!

Respectfully Submitted:

Patricia A. Gilchrist-Town Clerk
Town of Salem