

TOWN OF SALEM
REGULAR MONTHLY MEETING-TOWN BOARD
MARCH 27, 2024
(POSTPONED FROM 03/20/2024 MEETING)

Present: Supervisor Evera Sue Clary; Town Council: Brenda Levey; Howard Law; Wyeth Coburn; Tom McMorris; Town Clerk-Pat Gilchrist; Clerk to Supervisor-Kathy Chambers

Others Present: Travis Keys-Highway/Water; Kim Erbe-Planning/Library; Larry Haber-Economic Development

Public Present: None

Absent-Eric Rogers-Water Dep't.; Judy Flagg-Historian/Records Mg'mt. (Ex.); Al Cormier-Deputy Hist./Records Mg'mt.; Moe Patrick-Planning Bd.; Jeanne Smith-Georgi; Steve Saunders-Salem Fire Dep't. (report provided); Jim Carrolan-Sewer Comm.; Nancy Quell-DCO

5:00 P.M.-Review of **Warrants #3 & Highway Abstract #3 of 2024** for approval & payment

6:00 P.M.-Regular monthly meeting called to order by Supervisor Clary, followed by Pledge of Allegiance

Approval of Minutes from 12/20/2023 Regular Monthly Meeting-Motion made by Councilman Tom McMorris, seconded by Councilman Howard Law, to approve the minutes from the regular monthly meeting of the Salem Town Board; passed unanimously 5-0.

Approval of Year-End Meeting Minutes from 12/27/2024-Motion made by Councilwoman Brenda Levey, seconded by Councilman Wyeth Coburn, to approve the minutes from the year-end meeting of the Salem Town Board; passed unanimously 5-0.

Approval of Organizational Meeting Minutes from January 03, 2024-Motion made by Councilman Howard Law, seconded by Councilman Tom McMorris, to approve the minutes from the Organizational Meeting of the Salem Town Board; passed unanimously 5-0.

Approval of Minutes from 01/17/2024 Regular Monthly Meeting-Motion made by Councilwoman Brenda Levey, seconded by Councilman Tom McMorris, to approve the minutes from the regular monthly meeting of the Salem Town Board; passed unanimously 5-0.

Approval of Minutes from 02/21/2024 Regular Monthly Meeting-Motion made by Councilman Howard Law, seconded by Councilman Wyeth Coburn, to approve the minutes from the regular monthly meeting of the Salem Town Board; passed 4-0 (Councilwoman Levey was absent at this meeting), w/one correction: NYSE&G removed **transformers** from the Vale Street property (former Gotham Tissue), not the power lines.

Approval of Warrants #3 & Highway Abstract #3 of 2024 for payment-Motion made by Councilman Howard Law, seconded by Councilman Wyeth Coburn, to approve Warrants #3 & Highway Abstract #3 of 2024 for payment; passed unanimously 5-0.

Bid Openings for Highway Dep't.-Bid for hourly tree work for 2024-2025--1 Bid rec'd. from Greater Heights Tree & Land Management (this is who the Town currently uses) for \$135/hr. for a man & a bucket truck. **Resolution #20-Motion made by** Councilman Howard Law, seconded by Councilwoman Brenda Levey, to accept the bid of \$135/hr. submitted by Greater Heights Tree & Land Management; passed unanimously 5-0.

Bid for Gravel & Topsoil for 2024-The following three (3) bids were rec'd. for Gravel & Topsoil:
1.-Kent Foster, LLC-1-1/2" minus screened gravel @ \$8/yd.; screened topsoil 1" minus @ \$20/yd.

2.-Ron Jameson Contractor, LLC-1.5” minus gravel at Ron’s pit on Old County Lane-\$10/ cu. yd.; Rte. 29 pit-\$7.50/cu. yd.; 1” minus topsoil at Ron’s pit-\$20/ cu. yd.

3.-Greenwich Materials LLC-Gravel screened to 1-1/2 minus @ \$8.50/cu. yd. No bid rec’d. for topsoil.

Resolution #21-Motion made by Councilman Howard Law, seconded by Councilman Tom McMorris, to use both Kent Foster, LLC & Ron Jameson, Contractor, as was done in the past, for the prices quoted. This would come under the Town’s ‘Best Value Clause’ in the Procurement Policy; passed unanimously 5-0.

Bid for Screened Winter Sand-The following two (2) bids were rec’d. for Screened Winter Sand for 2024:

1.-Ron Jameson Contractor, LLC-Screening 10,000 yds. (+/-) of winter sand 3/8” minus per Highway Sup’t. specs at the Town’s pit for the cost of \$4.95/yd. Town Highway Sup’t. can add to yardage, if desired, at same quoted price. We have rec’d. the notice pertaining to prevailing wage rates.

2.-Greenwich Materials LLC-Sand screened to 3/8” minus-\$9.25 cu. yd.

Resolution #22-Motion made by Councilman Howard Law, seconded by Tom McMorris, to award the bid for Screened Winter Sand for 2024 to Ron Jameson Contractor, LLC at a cost of \$4.95/yd. Passed unanimously 5-0. All of the above bids had the Non-Collusive Bidding Certificate attached & a copy of the insurance certificates. Travis reported several small breakdowns—starters & small things. Have been out a few times plowing & sanding; salt brine has been working really well & the magic mixed in really helps. Have seen a big difference using w/the salt. Working on getting the bids out for the 2002 frame & box swap, as well as working on getting the RFP done for the grant writer for the new salt barn project. Update: Attorney Klingebiel is working on this RFP--could have in by April 16th. Have been doing tree work in the former Village but still have more to do all around. Have obtained permission to cut some trees on Steele Road by the tower; we will need the tree guy for that project. Getting a jumpstart on some overdue projects; it's a good start to the construction season. Street sweeper coming on April 9th from Kubricky. Easton will take the box for \$100 & will help w/the Chambers Rd. project. T-Mobile has government programs so we are trying out their phones; excellent coverage & much better than Verizon. Haven’t used much salt--Rupert wants to buy 100 tons @ \$70.35/ton. Travis had NY Fire & Security update their proposal from a few years back to install a new camera system at the Highway Garage; it was e-mailed to all on March 5th, 2024 for review.

Resolution #23-Motion made by Councilman Howard Law, seconded by Councilman Wyeth Coburn, to sell 100 tons of salt to Town of Rupert for \$70.35/ton; passed unanimously 5-0.

Monthly Highway Report for month of February, 2024 & short report for 03/27/2024 meeting will be filed.

Water Dep’t.-Eric e-mailed his report to all Board members, Kathy & Pat. Flushing of hydrants will begin week of school vacation--Monday, 04/01-Thursday, 04/04/24.

Will mark the main for Hudson Headwaters Health Network. Mark Rogers helped during the leak issue; bill has not been rec’d. yet. 318 meters in service, w/no new water hook-ups for the month. Regular upkeep/maintenance was performed, as well as eye wash & fire extinguisher checks. 1st quarter Iron/Man- ganese sample taken in March. Monthly water sample required by NYS D/O/H taken & passed. Salem Fire Dep’t. has used the hydrant at their station already. Eric & Travis would like to purchase an acoustic listening device (leak detector) that amplifies sound through an attached box that could detect leaks quicker; cost is about \$4,000. Report will be filed.

Town Clerk Monthly Reports-Clerk Gilchrist gave the Board copies of the January & February 2024 monthly reports, showing \$238 for January & \$334 for February remitted to the Town for fees taken in. Reports will be filed.

Salem Volunteer Fire Dep’t.-9 calls for the month of February, 2024: 5-Salem (1-propane leak; 1-landing zone; 1-EMS assist; 1-ECHO; 1-wires/trees down. **Mutual Aid Calls-4 total:** 2-Shushan (stand-by & grass fire);

1-Hebron (MVA); 1-Cambridge (stand-by)

Training: Monthly maintenance; ice/cold water training; air pack training; first aid/CPR training; yearly OSHA

Page 3

March 27, 2024 Minutes

Shushan Volunteer Fire Dep't.-Fire Chief Tom Cassidy provided February, 2024 report. Total fire calls: 5; Mutual Aid Calls-2

Training-Swift water rescue resumes in April, 2024.

Hours-Fire Calls-9.5; Training-officer-3; Board of Directors (7)-2.5; Tuesday night-27; fund raising-11; meeting w/grant writer-3 **Total hours-56**

Report will be filed

Salem Volunteer Fire Dep't., Inc.-11 calls for January, 2024: 8-Salem Fire District (5- EMS related); 1-Jackson (chimney fire); 1-MVA; 1-Hazardous Condition (Wires/Trees); report will be filed

Salem Rescue Squad-Vicki Campbell, Captain, provided February report for the Squad. Calls-48; 4451-4; 4452-2; 4453-42

Salem-22; Hebron-15; VT-8; Jackson-3

Disposition: GFH-19; Saratoga-10; RMA-3; SVMC-5; Lift Assist-3; RRMC-1; Cancel-4; Dec'd.-2 Residence-1; No PT-1

Total year-to-date calls-83; report will be filed.

Courthouse-Herb emailed minutes to everyone from the 03/13/2024 board meeting. Since this meeting, the HSCPA board approved the partnership for the April Fools Race for this year. Work has begun w/the school & several enthusiastic volunteers, including Dan Snyder, who is chairing the event, & Wyeth Coburn, who will be working w/Dan. A list was provided to all at our meeting w/upcoming events at the Courthouse:

March 27-Friday-Folklike Concert Series w/Jocelyn Pettit & Ellen Gira, from 7-8:30 p.m.

April 5-Friday-On-lin Auction w/in-person viewing

April 6-Repair Café 1-4 p.m. Fixers are needed!

April 7-Sunday-Music from Salem

April 13-Saturday-April Fool's Race @ Salem Central School

April 19-Friday-Folklike Concert Series w/Crossroads of Sound, from 7-8:30 p.m.

April 21; May 19; June 2-Chamber Music Series w/Dan & Kaori Shulman

April 26-Friday-Folklike Concert Series, w/Ukrainian Village Voices, from 7-8:30 p.m.

May 3-Friday-Opening reception w/artist (T/B/D), 5:00 p.m.

May 10-Folklike Concert Series w/Joy Clark, from 7-8:30 p.m.

June 7-Friday-Opening Reception w/artist (T/B/D), 5:00 p.m.

June 13-Thursday-Muti Chamber Mixer, 5:00 p.m.

July 4-Thursday-Parade, followed by carnival on the HSCPA grounds

July 5-Friday-Opening Reception w/artist (T/B/D), 5:00 p.m.

July 8-Aug. 9-Lunch, Learn & Play will run

July 20-Saturday-Al Fresco

August 2-Friday-Opening Reception w/artist (T/B/D), 5:00 p.m.

September 6-Friday-Opening Reception w/artist (T/B/D), 5:00 p.m.

September 13-Friday-Folklike Concert-7-8:30 p.m.

October 4-Friday-Opening Reception w/artist (T/B/D), 5:00 p.m.

October 5-Saturday-Beer n Brats

October 18-Friday-Folklike Concert Series, 7-8:30 p.m.

October 26-Saturday-Trunks n Treats, 3-5 p.m.

November 30-Saturday-Holiday Market

December 8-Sunday-Love n Light tree lighting, 5:00 p.m.

Request from the HSCPA Board-would like to move forward on revising/updating the MOU between the Town & HSCPA. Would like the Town Board to respond to suggest a specific date/date in the near future for discussion. Report will be filed.

Page 4

March 27, 2024 Minutes

Economic Development-Larry Haber e-mailed meeting minutes from 03/18/2024 meeting to all. Report given by Supervisor Clary on Linke properties in Salem & Shushan. **Georgi Update**-Brenda will make a recommendation at the 03/27/2024 to establish a 501(c)(3) for Georgi; proposed Directors are Laura Dunham, Sandy Haber, & Mary Menard for now. Funding request will be made for legal svcs. to file not-for-profit paperwork. Need to send ADA proposal out to bid. **Sewer Update**-Kay Tomasi reported that the public vote on forming the Sewer District must be prior to 08/01/2024 due to legally not being able to hold an election within 45 days of a public referendum. Interim public notification, presentation & discussion dates are not yet available.

Salem Fire Dep't. sent letter to Town Board requesting to opt out based upon their prior investment in a new septic system & an assumed projected annual cost, which is not accurate. A discussion was held by the committee to change the proposed district to include more homes, which would lower the cost. Brenda will discuss w/Wyeth. Larry met w/Sarah Ashton from Cambridge regarding the NYF grant & possibilities. Scheduled meeting w/ Co-op in Cambridge postponed to May; Larry attended a Planning Board meeting to introduce the Economic Development Committee; he also met w/Chamber co-president to initiate development of a consolidated Town calendar to include events from school, library, town, chamber, etc. Kay will contact Sara Idleman & Laura Oswald to attend the April meeting of the committee to share their expertise/experiences w/grants or anything else that might be helpful. **Next Meeting: 04/15/2024 @ 9 am in the Town Office**

Planning Board-Clerk Kim Erbe advised there is a Site Plan Application for a house addition on Quarry Rd. & plans for finalizing a garage on Smith Road. Councilman Law advised of a violation from County Code Enforcement on the State Rte. 29 property that has had issues before.

Bancroft Library-Kim Erbe reported that interviews were being conducted for a new Library Director.

Historian/Historic Preservation-No report

Georgi-Brenda e-mailed reports from February & March committee meetings. Hydrangea tree needs to be cut up; suggested Jared Woodcock or Corinna Aldrich for replacement ideas. Can trees be donated?? Jeff Suite contacted to open Museum & CR by April 2nd. Brenda checked for water in furnace room-there was none. Will Alternative Sentencing workers be needed again? Volunteer work done in the CR; this person will check w/ Friends of the Sun regarding stove parts needed. Maybe have Metowee players on a weekday? Discussed \$8,000 from ARPA funds going to the HVAC system & discussed 501(c)(3). Currently no rentals for 2024. **EVENTS:** April 8th-Spring clean-up; May 18th-Plant Sale; June 20th-Country Night sponsored by LARAC Grant; Aus. 1st-Washington County Band (rain date 08/02); hat will be passed around for donations; Oct. 5-Fall into Shushan-perhaps work w/the Courthouse to fill the day. Reports will be filed.

Brenda reported at the Town Board meeting that three (3) people agreed to become Directors: Sandy Haber, Laura Dunham, & Mary Menard. Five Directors would be preferred but can begin w/three. One person contacted could not begin for six months. Brenda reported that Meghan Pero of Harris-Pero Law firm would charge a fee of \$1,250 for the 501(c)(3) paperwork to be done, funding coming from the Georgi Trust money.

Motion made by Councilman Howard Law, seconded by Councilman Wyeth Coburn, agreeing to the amount of \$1,250, coming from the Georgi Trust money, to pay Meghan Pero for the work necessary for the formation of the 501(c)(3) status for the Georgi Museum; no vote taken on motion or second. Councilman Law asked that a special meeting be set up w/Meghan Pero at a time & date agreeable to all to discuss the formation of the 501(c)(3) & any other questions the Board may have. **Motion made by** Councilman Howard Law, seconded by

Councilman Wyeth Coburn, to have Sandy Haber contact Attorney Pero for a special meeting w/the Town Board for either April 24 or May 1st, 2024, or whatever other date/time may work, at a cost not to exceed \$1,000, said amount to come from remaining ARPA funds. Passed unanimously 5-0. Councilwoman Levey will contact Sandy Haber w/the dates & concur on the \$1,000 fee.

HVAC System-for the art room only will cost approximately \$10,000; the whole building would be about \$27,000.

Page 5

March 27, 2024 Minutes

Roof issue-Ben Osterhauadt still hasn't looked at the roof yet; weather has not been very co-operative. Need to make sure what the issues are w/the roof first before taking on HVAC project. If the roof needs to be replaced, that would be the first item of priority.

Riverwalk Handicapped Accessibility-Motion made by Councilman Howard Law, seconded by Councilman Tom McMorris, to work on getting the bid ready for publication on the handicap Riverwalk accessibility to the Battenkill Room in the back of the Museum; passed 5-0.

Sewer Committee-Wyeth sent Jan./Feb./March, 2024, agendas & minutes from these sewer comm. mtgs. Delaware Engineering provided updated billing structure; clarify apartments; check units @ Salem school. Can extend to Pizza World & property next door, formerly Bacchur Fellowship, & possibly further, if homeowners in that area express interest in being included. The Town Board could consider paying fee for the Salem Fire Dep't.'s SDU's as Emergency Services. Will proceed w/Attorney Matt Fuller checking on the Linke properties feasibility for the location; MPR not yet finalized as the report needs to include where site will be located.

Professional Agreement-Between the Town of Salem & Delaware Engineering, D.P.C. for Sewer District Formation (\$2,500 for MPR already paid has been done under separate agreement & removed from this Agreement) in the total amount of \$42,000 needs to be signed by Supervisor Clary. **Resolution #24-Motion made by** Councilman Wyeth Coburn, seconded by Councilman Tom McMorris, granting permission for Supervisor Clary to sign the Professional Services Agreement w/Delaware Engineering in the amount of \$42,000 for Sewer District Formation per compensation chart in Agreement. **Roll Call Vote:** Councilman Wyeth Coburn-Yes; Councilman Tom McMorris-Yes; Councilwoman Brenda Levey-Yes; Councilman Howard Law-No; Supervisor Evera Sue Clary-Yes; passed 4-1.

E-Mail Correspondence-Motion made by Councilman Howard Law, seconded by Councilman Wyeth Coburn, that all five (5) Board members, plus Town Clerk Patricia Gilchrist, Highway Sup't. Travis Keys, Clerk to Supervisor Kathy Chambers, are copied or in on all e-mails, including w/both attorneys--David Klingebiel & Matt Fuller--even if there is only one contact person. Correspondence should be forwarded to all others when rec'd. by one contact person; passed unanimously 5-0.

DCO Report-Report of a dog that looks hurt in homeowner's yard off Route 22; owner found. Incident on Quarry Road where person on scene could not get the dog to go into the card; DCO helped get dog in car & then out at home. Report will be filed.

Supervisor's Report-LARAC grant approved in amount of \$650 for Country night at the Georgi. Breadtree Farms rec'd. grant for their processing plant on County Rte. 153 (formerly the Atwater farm).

NEW BUSINESS

Lift-off ARPA Funds Transfer-\$3,102 Not an eligible ARPA funds expense. **Resolution #25-Motion made by** Councilman Wyeth Coburn, seconded by Councilman Tom McMorris, for a transfer as follows:

A207-ARPA-ICS	\$ 3,102.00
A1989.4-Other Government Support	\$ \$3,102.00

Passed unanimously 5-0

Justice Court Clerk New Appointment-Judge Scott Thetford has found a new Court Clerk. **Motion made by** Councilman Howard Law, seconded by Councilwoman Brenda Levey, to appoint Joanne McDowell as the new Justice Court Clerk; passed unanimously 5-0.

Climate Smart Community-‘Fix-It’Afternoon-Saturday, 04/06/24, @ the Salem Courthouse, 1-4 p.m.

Hazard Mitigation Emergency Management Plan-Forms rec’d. from Washington County for the new Hazard Mitigation Plan, asking about Building Permits issued from 2019-2022. T/O/S issues no permits; Wash. County Code Enforcement issues the permits. Supervisor Clary will fill out the forms & return them to Wash. Co.

Page 6

March 27, 2024 Minutes

Wash. Co. Code Enforcement Violations-23 Vail Street-wall falling in rather than out; needs to be fixed. Park Place condemned property has a rat infestation problem; rats were just around the property but now are running all over Park Place.

Intent to Apply-NY Forward Grant-Supervisor Clary will have to check on this as the time to submit has already passed.

FEMA Community Rating System Review-Meeting will be held in Salem on 04/16/2024 from 5-8 pm @ Proudfit Hall; 181 Main Street; Salem. Will need to purchase post cards & stamps to send to all the new (approx.350 people) who will not be included on the new flood map. **Motion made by** Councilman Howard Law, seconded by Councilwoman Brenda Levey, to purchase whatever supplies are necessary from the Post Office to notify those who will now be affected by new FEMA flood map; passed unanimously 5-0.

OLD BUSINESS

Website Update w/all Dep’ts.-Everyone should have their .gov emails working now; some glitches are still happening but all should be using their new .gov emails. Does not show on mobile devices.

Saturday Farmer’s Market-Cyd Croft has contacted Supervisor Clary to see if the Park by the Gazebo can still be used for the Saturday Farmer’s Market. This would begin on 06/08/2024 & go through 10/12/2024. **Motion made by** Councilman Tom McMorris, seconded by Councilwoman Brenda Levey, to allow the use of the Park by the Gazebo for the Saturday Farmer’s Market from 06/08-10/12/2024, as long as insurance certificates are provided by the Vendors. Passed unanimously 5-0.

‘Longest Day of the Year’-Peart Cafritz & Dawn Rea have requested permission to put up purple lights in the Gazebo for June 21, 2024, the longest day of the year. The property is in the Historic District, so check w/ Judy Flagg or the Committee first to make sure they give permission first.

Streetlight Out-at the corner of Main Street (Rte. 22) & East Broadway. Supervisor Clary will see if she can get the pole number & report the same.

Town Board Meetings-Councilwoman Brenda Levey asked why the meeting scheduled for March 20, 2024, had to be postponed until March 27, 2024, when there was a Deputy Supervisor who could run the meeting. Supervisor Clary responded by saying that the postponement had nothing to do with the Deputy Supervisor’s ability to run the meeting; it was just a last-minute decision due to a family emergency.

Motion to Adjourn-**Motion made by** Councilman Howard Law, seconded by Councilman Wyeth Coburn, to adjourn the regular monthly meeting of the Salem Town Board; passed unanimously 5-0; meeting adjourned @ 9:25 p.m.

Next Regular Monthly Meeting will be held on Wednesday, 04/17/2024, in Proudfit Hall; 181 Main St.; Salem, NY, beginning @ 5:00 pm for review of Warrants #4 & Highway Abstract #4 of 2024 for payment. The regular business meeting will be called to order @ 6:00 pm.

Respectfully Submitted,

Patricia A. Gilchrist-Town Clerk-Town of Salem

