

**TOWN OF SALEM**  
**REGULAR MONTHLY MEETING-TOWN BOARD**  
**DECEMBER 20, 2023**

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

**Others Present:** Travis Keys-Highway/Water; Herb Perkins-Courthouse; Larry Haber-Economic Development; Wyeth Coburn-Sewer Comm./Board Member elect

**Public Present:** Joe Wever-Salem Vol. Fire Dep't., Inc.

**Absent**-Eric Rogers-Water Dep't.; Kim Erbe-Planning/Library; Rebecca Brown-Water/Library; 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.; Sandy Haber-Georgi; Kay Tomasi-Sewer Comm./Economic Development; Nancy Quell-DCO (Report provided)

**5:00 P.M.**-Review of **Warrants #12 & Highway Abstract #12 of 2023** for approval & payment

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

**Approval of Minutes-11/08/2023-Public Hearing on 2024 Fire Contracts & 2024 Preliminary**

**Budget-Motion made by** Councilman Howard Law, seconded by Councilman Tom McMorris, to approve the minutes of 11/08/2023 from the Public Hearing on the 2024 Fire Contracts & the 2024 Preliminary Budget. Supervisor Clary would like one change: At the bottom of page 1 under **5:15 p.m.-Open Public Hearing, etc.** After "Question was also raised regarding the \$20,000 in the 2024 Budget for the Courthouse Bldg. Supervisor Clary responded that the Town owns the building. (Take out "& upkeep of the same should be the Town's".) Passed unanimously 5-0 w/change as noted.

**11/08/2023 Minutes w/Herb Perkins & Christine Michael**-Hold off on approval; The Battenkill Kitchen is no longer a separate 501 (c)(3) entity; it is under the HSCPA 501 (c)(3). Herb also needs a copy of said minutes. Discussion had re contents of the minutes, also.

**11/15/2023 Minutes-Regular Monthly Meeting-Motion made by** Councilwoman Laura Dunham, seconded by Councilman Howard Law, to approve the minutes from 11/15/2023 Regular Monthly Meeting of the Salem Town Board; passed unanimously 5-0.

**2024 Fire Contract w/Salem Volunteer Fire Dep't. Inc.**-Joe Wever was present w/the newly approved 2024 Fire Contract (by both our Town Attorney & Fire Dep't. attorney), asking for Board approval to have Supervisor Clary sign the same so it would be in place for January 1, 2024. **Motion made by** Councilman Howard Law, seconded by Councilman Tom McMorris, giving permission for Supervisor Clary to executed the 2024 Contract for fire protection w/the Salem Volunteer Fire Dep't., Inc.; passed unanimously 5-0. A duplicate original was given to Mr. Wever for the Fire Dep't. files & Clerk Gilchrist will file the one for the Town.

**Approval of Warrants #12 & Highway Abstract #12 for payment**-Delaware Engineering bill rec'd. for \$14,612 for Map, Plan & Report; \$2,500 included in this figure that was approved prior for the Map, Plan & Report. Take that figure away from the \$14,612 for a total of \$12,112. This report will include the location for the sewer system. What will happen if the Town cannot get the property from Washington Co.? Paying total of \$14,612 & sewer may not pass; then that money is lost. Ask Attorney Matt Fuller to come to January Board meeting. **Motion made by** Councilman Howard Law, seconded by Councilwoman Brenda Levey, to approve Warrants #12 & Highway Abstract #12 for payment, leaving out the \$14,612 Delaware Engineering bill until we get some clarification as to amount; passed unanimously 5-0.

**Resolution #85-Motion made by** Councilman Howard Law, seconded by Councilwoman Laura Dunham, to use \$10,000 in ARPA funds for lawyer fees; passed unanimously 5-0.

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**Highway**-Travis reported that he now finally has a full crew working! All trucks are set up w/salt brine (including pick-ups); hope to use just brine in the former Village; fall sign inventory is done & needs to be entered in the book; Eric has also been working on updating all the SDS sheets for the book. '04 truck had coolant leak. OGS says the Town did not fulfill their salt contract from last year & will owe \$600/month for storage fee for salt not used (163.77 tons). 2-loads to Whitehall; 1-White Creek; 2-loads need to go to other places--maybe Kingsbury & Argyle. That would solve the storage fee problem of \$600/mo.

Travis reported a lock-in rate of 7.16% for Lease through Case on the mowing tractor; \$54,600/year for five (5) years (60 months). At end of payments, the Town would own for \$1.00. **Resolution #86-Motion made by** Councilwoman Laura Dunham, seconded by Councilman Howard Law, to go through Case w/Lease Agreement for cost of \$54,600/yr. for five (5) years, owning same for \$1.00 at end of Lease period; passed unanimously 5-0.

Turn-around on Rexleigh Rd. is completed; need to get bill to Soil & Water to get reimbursed.

'04 Truck is fixed & will be used as a spare; '07 truck is blowing coolant out the pressure tank & may have an engine problem.

Monthly reports by day provided for November & December, 2023, as well as short report for this Dec. mtg.; all reports will be filed.

**Bid on 2018 Blue Truck**-Only one bid was rec'd. on the 2018 truck from Richard Cooper for \$30,000. **Motion made by** Councilman Howard Law, seconded by Councilwoman Laura Dunham, to accept the \$30,000 bid on the 2018 truck from Richard Cooper; passed unanimously 5-0.

**Water**-Travis had to fix the road to the Water Tower; blew a chlorine line. Travis would like to put the 2019 water pick-up out to bid or do something w/it. Spending a lot on oil to heat water (radiant heat). Need an on-demand heater.

Eric emailed report to all Board members. Still 318 meters in service, w/no new water hook-ups for the month.

Regular upkeep/maintenance performed; eye wash & fire extinguisher checks completed.

Had a few dig safe mark outs to do; all hydrants have been winterized & are ready for the cold months. If a fire hydrant is used, **PLEASE** contact the Water Dep't. as it will need to be re-winterized. Monthly water sample required by D/O/H met the bacteriological requirements for a public water supply as set forth in subpart 5-1.5 of the NYS Sanitary Code under Public Health Law 225. Did 4<sup>th</sup> quarter Iron & Manganese samples. Still waiting on numbers from the hydrant test done @ the HHHN site; numbers need to be entered into the records.

It is greatly appreciated when it snows if Town residents clean around the hydrants near their property; it makes accessibility so much easier in case of an emergency. Report will be filed.

**Courthouse**-Herb reported that a local contractor had put up a sign advertising his business on the Courthouse lawn; it has now been removed. The Memorial Trees were lit on 12/09/2023 on the Courthouse lawn; had a lot of wind & rain that tripped the ground fault. Herb hopes the matter is fixed now. Christmas presents were sorted at the Courthouse for School's Operation Santa & the Sullivan family toy donations. Plastering is now done in the Courtroom; Kathy Chambers needs insurance certificates. Courthouse paid back the BAN interest owed to the Town. Courthouse rec'd. notice of Rural Revitalization Grant award of \$75,000, which will go through the National Park Service. This is the one the Town agreed to help finance with a \$20,000 match, which was included in the 2024 Budget. Copies of notice given to Board.

MOU still needs reviewing; let Herb know when Town can meet.

**Salem Volunteer Fire Dep't., Inc.**-No report received by me.

**Historian/Historic Preservation**-Nothing from Judy Flagg

**Economic Development**-Larry Haber is on the Advisory Committee & reported that the committee is identifying projects. The Village of Salem had a Comprehensive Plan in 1975 & the Town's Plan was done in 1997; Ag Plan was done later in the mid 2000's, becoming part of the Town's Comprehensive Plan. Larry will contact Cambridge & Washington County, who both have plans. Will contact the Chamber & Planning Board,

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as well as local businesses who have had to close to see why they had to close & what help they might have needed to stay in business. Climate Smart group working on charging station issue so Larry & John Bardwell will let them handle the same. Evette has agreed to serve on the Economic Committee; Larry will send notes from their meetings. Councilman McMorris reported that the charging stations in Fair Haven were put in at no charge. Hudson Headwaters will have four stations at their new facility. Two different companies install 7&Town would pay them.

**Planning Board**-Public Hearing for HHHN will be sometime in January; most likely at the regularly scheduled meeting of the Planning Board. When finalized, Moe will let us know.

**Library**- Friends of Bancroft Library Xmas Wreath & Kissing Ball sales went very well. On-going talks re the usage of the bays at the old firehouse next to the Library. "Tales & Legends from Salem" is being sold again, available in the Library. Ed Donoghue sent an email to all the Board members w/the Video Surveillance Policy for Bancroft Public Library, revised at the 12/12/23 meeting of the Bancroft Library Board of Trustees.

**DCO Report**-One visit to Mountain View Way (phone contact) of a dog running in the area. Checked out the area but found no dog running. Report will be filed.

## **NEW BUSINESS**

**Community Assistance ('Poor Fund')**-Supervisor Clary would like to take an amount from the Community Assistance Fund for both the Salem Food Pantry & the Salem-Shushan Fuel Fund. There is approximately \$62,800 currently in the fund. **Resolution #87-Motion made by** Councilwoman Laura Dunham, seconded by Councilman Howard Law, to distribute \$4,000 from the Community Assistance Fund: \$2,000 for the Salem Food Pantry & \$2,000 for the Salem-Shushan Fuel Fund; passed unanimously 5-0. Can do a Voucher for the same at the year-end meeting on 12/27/2023.

**Vermont Land Conservancy; Sandgate, VT meeting**-Conservation Fund in VT purchasing land in VT but wants access to the property through Beattie Hollow Road. More information needs to be provided ahead of time before scheduling a meeting. This would put added stress on the road, the Salem Volunteer Fire Dep't. & the Salem Rescue Squad.

**Modify the 2024 Budget**-Changes in water line: 508 Units x \$177 for debt service = \$89,916; this figure needs to go in for 2024. Need to change wages for the Library on back page-#12. **Resolution #88-Motion made by** Councilman Howard Law, seconded by Councilman Tom McMorris, approving the modifications to the 2024 Budget as indicated from Clerk to Supervisor, Kathy Chambers; passed unanimously 5-0.

**Lake George/Lake Champlain Comprehensive Master Plan Grant Award**-Rec'd. notice from the NYS Department of State 2023-2024 Environmental Protection Fund Smart Growth Community Planning & Zoning Grant Award that the Town of Salem rec'd. \$72,000 to update the town's long-range Comprehensive Plan to address new challenges & opportunities in the community. The updated plan will incorporate Smart Growth principles that promote compact development, address the challenges of climate change & resiliency, promote greater coordination & integration, & seek to incorporate goals that welcome social & economic diversity.

**Waite's Architects update on Georgi Disability Access/Estimate for Climate Control**-Matt Schidt has done two separate drawings--one for the river walk accessibility & the other for the entrance onto the

deck & through the Museum front door. Wait until after January, 2024, to do the RFP's on both projects so project will be bid at the beginning of the year; maybe prices will drop & supplies will be easier to obtain. Ben Osterhauadt will contact Councilwoman Levey so he can look at the leak in the roof. Still need a Provisional Charter & By-Laws. A priority list needs to be made of projects that need to be completed, with cost estimates, to give to Attorney Klingebiel so he can send a letter to the Trust regarding advance of funds. A disbursement of \$5,539.18 was rec'd. from the Trust.

**Grievance Board**-Need at least 2-3 members on the Board; Jean will place an ad in the Eagle newspaper.

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**Organizational Meeting**-will be held on January 03, 2024, 6:00 p.m. @ Proudfit Hall.

**OLD BUSINESS**

**Justice Clerk Personnel**-Pay new Justice Clerk for month of December, 2023, @ \$400; pay outgoing Clerk Virginia Curran for two months @ \$421.67 each, for a total of \$843.34. **Motion made by** Councilman Howard Law, seconded by Councilwoman Laura Dunham, approving the above salaries/payments to the Justice personnel; passed 4-1. An audit of the books will be done before Virginia leaves. Clerk to Supervisor Chambers advises there is no money in the .4 account.

**Teamster's Union Contract**-The labor attorney Councilman Law has been dealing with will charge \$500; he indicated there was nothing really wrong w/the contract--some wording wasn't the best & some writing needed to be cleaned up. Howard will contact Benji re the quick changes.

**Climate Smart Community**-Supervisor Clary advised that she did a two-hour video w/the UPENN students & Yvette. They discussed the possibility of solar on the landfill space; charging stations, etc. Yvette will be at the January Board meeting, if possible.

**Delaware Engineering/MPR**-Both Mary Beth Bionconi from Delaware & Attorney Matt Fuller will be at the January meeting to discuss the Map, Plan & Report & the timeline going forward.

**Other Business**

**Kris Kraeling-ASA**-would like a letter of support from the Salem Town Board for the Sky Parlor Farm project to conserve the 480-acre farm through land conservation. **Motion made by** Councilwoman Laura Dunham, seconded by Councilman Howard Law, to sign the letter of support, drafted by Kris Kraeling of Agriculture Stewardship Association; passed unanimously 5-0.

**Old Firehouse Bays**-Councilwoman Levey reported that the chairs stored in the firehouse bays were a mess. This could be a project for Mr. Todd DeSoto & the Salem Central students to fix in May.

**RESOLUTIONS**

**Resolution #89**-**Motion made by** Councilman Howard Law, seconded by Councilwoman Brenda Levey, for a Budget Increase as follows:

A688-ARPA	\$ 133.25	
A960-Appropriations		\$ 133.25
A1620.4-Office		

Increase funds for Shushan Volunteer Fire Company (This is added from November meeting)

Passed unanimously 5-0

**Resolution #90**-**Motion made by** Councilman Howard Law, seconded by Councilwoman Brenda Levey, for a Budget Increase as follows:

DA510-Estimated Revenues	\$ 25,463.49	
DA3501-CHIPS		
DA960-Appropriations		\$ 25,463.49
DA5112.2		

CHIPS money applied to bills; passed unanimously 5-0

**Resolution #91-Motion made by** Councilwoman Laura Dunhan, seconded by Councilwoman Brenda Levey, for a Budget Increase as follows:

GM510-Estimated Revenues	\$ 1,500.00	
GM2770-LARAC		
GM960-Appropriations		\$ 1,500.00
GM7450.41-LARAC		

Funds rec'd. from LARAC; passed unanimously 5-0

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**Resolution #92-Motion made by** Councilman Howard Law, seconded by Councilwoman Laura Dunham, for a transfer as follows:

DA5110.1-Repairs	\$ 8,977.56	
DA5110.12- Repairs-PTE		\$ 8,997.56

Shortfall for PTE employees; passed unanimously 5-0

**Resolution #93-Motion made by** Councilwoman Laura Dunham, seconded by Councilman Howard Law, for a transfer as follows:

DA5130.4-Machinery	\$ 8,803.00	
DA5130.2-Machinery		\$ 8,803.00

Snowplow; passed unanimously 5-0

**Resolution #94-Motion made by** Councilman Tom McMorris, seconded by Councilman Howard Law, for a transfer as follows:

DA5142.1-Snow Removal	\$ 18,186.16	
DA5142.4-Snow Removal		\$ 15,082.74
DA9730.71-BAN-interest		\$ 3,101.42

Shortage in snow expenses; increased interest pay'mt.

Passed unanimously 5-0

**Resolution #95-Motion made by** Councilwoman Laura Dunham, seconded by Councilman Tom McMorris, for a transfer as follows:

VM691-Deferred Revenues	\$ 3,045.14	
VM6510.4-Economics Svcs.		\$ 690.35
VM909-Unreserved Fund Balance		\$ 2,354.79

Passed unanimously 5-0

**Resolution #96-Motion made by** Councilman Howard Law, seconded by Councilman Tom McMorris, for a transfer as follows:

F884-Fund Balance-Reserve for Debt	\$ 4,730.00	
F909-Unreserved Fund Balance		\$ 4,730.00

Balance between receivables & debt; passed unanimously 5-0

**Resolution #97-Motion made by** Councilman Howard Law, seconded by Councilwoman Brenda Levey, for a transfer as follows:

F8330.4-Purification	\$ 2,435.55	
F8330.11-Purification		\$ .12
F8330.13-Purification (O/T)		\$ 2,435.43

**Resolution #98- Motion made by** Councilman Howard Law, seconded by Councilwoman Brenda Levey, for a transfer as follows:

A688-ARPA	\$ 2,500.00	
A1620.4-Office		\$ 2,500.00

Delaware Engineering; passed unanimously 5-0

**Resolution #99-Motion made by** Councilman Tom McMorris, seconded by Councilwoman Laura Dunham, for a transfer as follows:

A1355.4-Assessor	\$ 1,761.20	
A9060.8-Insurance		\$ 1,761.20

Passed 4-1

**Resolution #100-Motion made by** Councilwoman Laura Dunham, seconded by Councilwoman Brenda Levey, for a transfer as follows:

A2401-Interest	\$ 6,342.64	
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A5132.4-Garage	\$ 6,342.64	
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Passed unanimously 5-0

**Motion to Adjourn**-Motion made by Councilman Howard Law, seconded by Councilman Tom McMorris, to adjourn the regular monthly meeting of the Salem Town Board; passed unanimously 5-0; meeting adjourned @ 8:34 p.m.

**Year-end Meeting**-will be held 12/27/2023 @ 5:30 p.m. in Proudfit Hall; 181 Main Street; Salem, NY 12865

**Organizational Meeting**-will be held on Wednesday, 01/03/2024, @ 6:00 p.m. in Proudfit Hall; 181 Main Street; Salem, NY 12865

**Next Regular Monthly Meeting** will be held on Wednesday, 01/17/2024, in Proudfit Hall; 181 Main St.; Salem, NY, beginning @ 5:00 pm for review of Warrants #1 & Highway Abstract #1 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

