

Regular Meeting
Of the
Putnam Town Board

April 14, 2022, 7PM ~ Putnam Town Hall ~ Zoom

7:00 Meeting called to order

Councilman Charlie Bain led the Pledge of Allegiance.

Roll Call

Members present:	Supervisor	Darrell Wilson
	Councilman	Christopher Mallon
	Councilman	Larry Shiell
	Councilman	Charles Bain
Absent:	Councilwoman	Carole Schneider

Others present: Gary Treadway (Highway Superintendent, Treadway Lane), Bill Brown (Planning Board Chair, 17 Charter Brook Lane), Debra Sears (Parks & Recreation Committee, 58 County Route 2)
Present via ZOOM: (ZOOM Meeting ID: 844 7819 7250) Cee McKenzie (BAR Chair, 526 Gull Bay Road), May Drinkwine-Shiell (Resident, 439 County Route 3), Nancy Wolf-Fisher (Resident, 5183 Sagamore Road), Dave Manchester (Resident, 5177 Sagamore Road).

Resolution # 30

Accept the minutes of the March 10, 2022, meeting

On motion of Councilman Charlie Bain, seconded by Councilman Larry Shiell; all in favor, Resolution unanimously adopted.

Resolution #31

Accept the Financial Officer's report for the month of March 2022

On motion of Councilman Chris Mallon, seconded by Councilman Charlie Bain; all in favor, Resolution unanimously adopted.

Resolution # 32

Accept the Town Clerk's report for the month of March 2022

On motion of Councilman Larry Shiell, seconded by Councilman Chris Mallon all in favor, Resolution unanimously adopted.

Resolution # 33

Accept the Town Justice Report for the month of March 2022

On motion of Councilman Charlie Bain, seconded by Councilman Larry Shiell; all in favor, Resolution unanimously adopted.

Resolution #34

Pay bills as audited

On motion of Councilman Christopher Mallon, seconded by Councilman Larry Shiell; all in favor, Resolution unanimously adopted.

Resolved, the bills on the following are paid as audited.

General Fund	# 69-99	\$13,510.60
Highway Fund	# 29-47	\$12,606.86
Black Point Sewer District	# 2-5	\$121.80

Correspondence

None

Courtesy of the floor (7:05)

None

Highway Superintendent's Report (7:05)

Highway Superintendent (HS) Gary Treadway reported that the crew has been working on spring clean-up. The crew will begin ditching in a few weeks on Hutton Square in preparation of paving. HS Treadway received two paving estimates that will be good for 30 days only: \$206,000 Hutton Square, \$5,000 for Holmes Lane. Chips (Consolidated Local Street and Highway Improvement Program) funding has been increased for 2022, funding numbers have not arrived yet. The State has created a new fund, details are expected soon. HS Treadway advised that Ticonderoga would work with Putnam to pave the bad areas of Black Point Road. Ticonderoga will pave and Putnam will haul. HS Treadway reported that the new tractor with the over the rail mower is running well. Roadside trimming has begun. HS Treadway also advised it was time to renew the annual mowing contract with Washington County.

Resolution #35

Enter Roadside Mowing Contract with Washington County

On motion of Supervisor Darrell Wilson, seconded by Councilman Larry Shiehl; all in favor. Resolution unanimously adopted. Whereas, the Town of Putnam will enter a roadside mowing agreement for 10.64 miles of County roads inside the Town of Putnam for the sum of \$2867.48 and will perform such mowing according to the specifications of the agreement. The first mowing will occur between June 15, 2022, and July 14, 2022. The second mowing will occur between August 1, 2022, and September 15, 2022. (See attached)

Planning Board Report (7:15)

Chairman Bill Brown reported that the Planning Board met the evening before for their monthly meeting. James Coyle presented a Site Plan for a single-family home at 2246 Black Point Road. The Coffman project lead by Rich Trudeau Engineering was approved. John and Anita Meissner had a prior Site Plan approval for a tiny home. It was later discovered that the tiny home is considered a Recreational Vehicle for all intents and purposes, therefore not subject to Site Plan Review, but is subject to the Town of Putnam Mobile Home Law. The Meissner's LRCC1 will be rescinded. Chairman Brown is developing a check list to assist applicants with the Site Plan Review process. Chairman Brown gave copies of his draft check list to the Board for review. Councilman Mallon complimented Chairman Brown on his initiative.

Fire Department Report

The Fire Department had a scheduling conflict and was unable to send a representative. President David Hayes submitted the First Quarter Report via e-mail. (See attached)

Old Business (7:31)

Boat trailer parking update- Supervisor Wilson advised the Board that there are three trailers that remain from the list of non-compliant trailers parked at the closed Gull Bay landfill. The next step with guidance of the Washington County Sheriff's Department, is to remove and store the trailers, then wait for owners

to claim them. Supervisor Wilson will continue to update progress. Supervisor Wilson also indicated a new trailer with a boat has appeared at the parking area. The owner will be contacted and advised of the appropriate items and times for seasonal parking.

Cemetery Regulations- A brief discussion regarding the cemetery regulations took place. It was agreed that the section on headstone placement requirements would be added back to the regulations, and a line regarding removing debris and clippings from the cemetery instead of dropping them over the fence, by lot owners when they perform light maintenance. Councilman Shiell asked about the status of a making a loop drive through the cemetery, this would involve purchasing property from a private landowner. John Breitenbach joined the conversation advising that a letter was sent to the private property owner with no response.

Solar- Supervisor Wilson advised that he, Councilman Mallon, and John Breitenbach would work to get the document in better legal form, then submit it to the Board for review. All agreed.

Budget Officer Salary- Supervisor Wilson discussed several conversations he had revolving around the Budget Officer salary. One mentioned was with the Auditor, justifying the Budget Officer salary by recognizing the former BO had been in the position for over 30 years. The Auditor gave the opinion that a reasonable wage for the budget officer be comparable to the tax collector salary. The rates paid to budget officers in other towns in Washington County varied wildly. The baseline salary needs to be reviewed by the Board. Councilman Bain opined he felt the position was overpaid for the value the town gets in return, per hour.

Supervisor Wilson compared the Planning Board Clerk's salary and the Tax Collector salary, both are around \$6,000 annually. Supervisor Wilson recommended \$100 a week or \$5,500 as a baseline salary. Councilman Shiell asked when a budget officer would be appointed. Supervisor Wilson replied that a salary would need to be in place prior to appointing any candidate. Councilman Mallon expressed he would like more time to consider responsibility and accountability in addition to time spent.

New Business (7:44)

Real Property-467 Senior Exemption- Income based senior discount on property tax income requirements. The Town's Assessor Bill McCarty requested that the Town Board review the income scales for a senior exemption. The current scale for Putnam is \$12,025 base @ 50% discount sliding through \$19,525 @ 10% discount on property taxes. Assessor McCarty relayed that it is very difficult for anyone to qualify with the base rate being extraordinarily low, having been set some years ago. The Board will review the information and discuss it again next month.

Tax Collections report- The Board was issued copies of the Analysis of Collections, balance sheet of Town and County collections, and a copy of delinquent properties for their review.

Rabies Clinic- A rabies clinic for Putnam resident's cats and dogs has been scheduled for June 1 at 6PM. All dogs being vaccinated will need a current Town of Putnam dog license. Appointments necessary.

Resolution #36

Move to Executive Session for a personnel discussion

On motion of Councilman Larry Shiell, seconded by Councilman Charlie Bain; all in favor.
Resolution unanimously adopted.

NO ACTION TAKEN

Resolution #37

Move to leave Executive Session

On motion of Councilman Chris Mallon, seconded by Councilman Charlie Bain; all in favor.
Resolution unanimously adopted.

Resolution #38

Move to adjourn the Regular Meeting of the Putnam Town Board

On motion of Councilman Charlie Bain, seconded by Councilman Chris Mallon; all in favor.
Resolution unanimously adopted.

Next Regular Meeting of the Putnam Town Board: May 12th, 2022, at 7 PM at the Putnam Town Hall and via ZOOM.

Respectfully submitted,

Darlene Kerr
Putnam Town Clerk

Darrell Wilson _____ Supervisor

Christopher Mallon _____ Councilman

Carole Schneider _____ Councilwoman

Larry Shiell _____ Councilman

Charles Bain Sr. _____ Councilman

This agreement made this 14th day of April, 2022, by and between the County of Washington, party of the first part, and the Town of Putnam, party of the second part,

WITNESSETH:

In consideration of the covenants and agreements hereinafter expressed, and for the period from June 1, 2022 to November 1, 2022, the parties agree as follows:

1. The party of the second part will mow grass along all county roads located within the boundaries of the town in the following manner:
 - a. The first cutting will be one pass wide on each side of the road except at intersections where sufficient passes will be made to provide adequate sight distances. This cutting will be started no earlier than June 15, 2022 and be completed no later than July 14, 2022.
 - b. The second cutting will attempt to mow as much of the Right-of-Way as possible averaging not more than three cuts wide on each side of the highway. This second cutting will be started no earlier than August 1, 2022 and be completed no later than September 15, 2022.
 - c. The Town Superintendent of Highways will notify the County Department of Public Works at the start and finish of each cutting.
 - d. All work to be performed in a manner satisfactory to the County Superintendent of Public Works.
2. The party of the second part further agrees to:
 - a. Secure and carry Liability Insurance in accordance with the following coverage:

Bodily Damage (including death) –	
Each Occurrence	\$500,000
Property Damage	
Each Accident	\$100,000
Aggregate	\$500,000
 - b. Equip and/or protect trucks, tractors, and other vehicles working in or along the road with warning signs and/or lights as required by law and the NYS Manual of Uniform Traffic Control Devices (MUTCD).

3. The party of the first part agrees to reimburse the party of the second part in a lump sum payment of \$2867.48 (\$269.50 per centerline mile) for the 10.64 centerline miles of county highways to be mowed and as indicated on the attached map. Payment in full to be made following the completion of the second cutting and approval by the County Superintendent of Public Works.

IN WITNESS WHEREOF, the Town of Putnam has caused this instrument to be executed by its Superintendent of Highways, pursuant to a Resolution adopted by the Town Board of the Town of Putnam on the 14 day of April, 2022 and the County of Washington has caused this instrument to be executed by the County Superintendent of Public Works.

TOWN OF Putnam

BY Mary R. Leady
Town Superintendent of Highways

COUNTY OF WASHINGTON

BY _____
County Superintendent of Public Works

Putnam Volunteer Fire Company (PVFC)
1st Quarter 2022 Report to the Putnam Town Board
April 14, 2022
Presented by D. Hayes, PVFC President

Staffing and Training

There are currently 15 members in the Putnam Volunteer Fire Co.. Seven members are Firefighter II certified, one is Firefighter I certified, five have completed the basic introductory firefighting course (Basic Exterior Fire Operations, or BEFO) but not Interior Fire Operations (IFO), which would make them FF I certified, and two have not taken any firefighting courses. Two members are certified EMT's and all members have current CPR certifications. Company members are expected to regularly refresh and update their skills through weekly drills and formal coursework led by NYS certified instructors.

During the most recent quarter members attended thirteen weekly drills to practice skills, check trucks and gear, and attend our monthly business meetings. A list of our 2022 drills is included with this report.

Emergency Responses

During the 1st quarter the PVFC responded to eighteen 911 calls. Seven were EMS calls, four were for structure fires in Ticonderoga and Chilson, two were for ice rescues on Lake George and Lake Champlain, two were for motor vehicle accidents on NYS Rt. 22, one was for a CO detector activation on Charter Brook Road, one was in response to a false alarm at a residence on Rt. 22, and one was to standby at the Ticonderoga fire station. To provide historical context a table summarizing the number and types of 911 callouts the fire company has responded to since 2017 is included as an appendix to this report.

Budget Forecast, Expenditures, and Overall Financial Condition of the Company

A spreadsheet showing the Company's 2022 budget is enclosed. It includes a \$4,578 increase in fire tax revenue over 2021. We have budgeted \$12,000 for fire house maintenance, \$10,000 for unplanned truck repairs, and \$24,000 to put in our truck replacement account. The purpose of the latter is to prepare us to begin making \$34,666.11/year loan payments starting in 2023 on our new fire truck, which is due to be delivered sometime in 2023. The \$24,000 plus the \$20,000 freed up from retiring our loans from the Town (in late February) and for the utility truck (in late March) will be more than sufficient to cover the loan payment for the new fire truck. It is our intention to use whatever excess there is to pre-pay the two truck loans that we will be carrying during 2023 and beyond.

Condition of the Fire Trucks

The PVFC now has four fire trucks: two engine/pumpers and one water tanker for fighting fires and responding to motor vehicle accidents and hazardous incidents, and one pickup truck for EMS calls and to take members and their gear to rescue scenes. All undergo regular servicing and NYS inspections. Our engine/pumpers are 31 and 9 years old, our tanker is 20 years old, and our pickup truck is 5 years old. One of the engine/tankers is short and has 4-

wheel drive making it particularly suitable for reaching houses on narrow and unpaved roads, such as are found in the Gull Bay and Glenburnie areas. However, it is 31 years old and is in need of replacing, which with the increase in our budget in 2021 we are now able to do. We expect the replacement truck to be delivered in 2023. The \$400,000 loan for this purchase will be amortized over 15 years at an annual interest rate of 2.74% with an annual premium of \$34,666.11 starting on July 1, 2023. \$20,000 of the premium will be offset by retiring two loans in 2022, one from the Town and the other for the purchase of our 2017 EMS/utility truck. The remainder will be covered from the operating budget. Our fire trucks collectively carry 4,300 gallons of water, which is needed because the Town does not have fire hydrants.

Condition of other Equipment

Our other emergency response equipment is in good shape. There is a need for periodic replacement of hoses and air-packs, inspections of ladders and fire extinguishers, and calibration checks of air monitors. We are up-to-date on all of these and the future costs of doing these are built into each year's budget forecast.

Condition of the Fire Station Building and Grounds

The fire station has many maintenance needs but none of them are emergencies. All the basic systems, heating, septic, electrical, and water are functioning properly. The maintenance concerns pertain to poor insulation, poor condition of the interior paint, broken plumbing fixtures, and the poor condition of the interior walls. We have identified 22 maintenance projects to correct these problems, and these will be prioritized at our April business meeting. The unprioritized list is presented as an appendix to this report. We have set aside \$12,000 in this year's budget to get a start on this much needed maintenance work.

Communications to the Community

It was our intention to send out our annual newsletter to the Putnam community in February but we have not done that yet due to other priorities. This is still something we want to do soon.

External Grant Applications

We recently signed a contract with Julie Burline, of MJ Burben, LLC, to provide grant writing services to the fire company for one year, from April 1, 2022 until April 1, 2023. Her fee is \$7,000, which covers identifying potential funding sources, writing applications, and providing follow-on administrative support for awarded grants. The fire company has created a list of needs that we think are suitable for grant funding and forwarded this to Ms. Burline. The list is included as an appendix to this report. One of the requested items, which was suggested by Ms. Burline, are funds to do a complete renovation of the fire house. The fire company is in the earliest stages of deciding what we would like a renovated fire house to look like. We have decided not to attempt to build a new fire house for reasons of expense and complexity. We also currently believe that the fire house is structurally sound and not in need to replacement.

Fundraising Efforts

Our current focus is on writing grant applications rather than fundraising within the Putnam Community. We do plan to have our annual Chicken BBQ again this summer and there will be a fundraising appeal in our annual newsletter when it comes out.

PVFC Incident Statistics

Prepared by D. Hayes --- Last Updated on 04/08/2022

Type of Incident	2017	2018	2019	2020	2021	2022 thru March	% of Responses
EMS	31	22	30	35	29	6	43.7
False & Cancelled Alarms	8	10	8	5	5	2	10.9
Motor Vehicle Accidents	5	5	4	2	5	2	6.6
Water Rescues	1		2	2	1	0	1.7
Ice Rescues	2			1		2	1.4
Other Rescues (hiking, snowmobiling, etc.)				1		0	0.3
Standbys at Ti Fire Station	4	9	8	5	10	1	10.6
Standbys at Putnam Fire Station					1	0	0.3
Standbys at Dresden Fire Station				1		0	0.3
Standbys at Whitehall Fire Station				1		0	0.3
Fires in Putnam		6	5	4	5	0	5.7
Fires in Ticonderoga	1	6	3	2	6	4	6.3
Fires in Dresden	1	1	1			0	0.9
Smoke	1	2		2	1	0	1.7
CO Alarms	1		1			1	0.9
Service calls (water in cellar, tree on road)	2		3			0	1.4
Hazardous Situations (Elec., Chem.)	1	2		1		0	1.1
Power Lines Down	1	1	2	5	10	0	5.4
Lightning strikes		1				0	0.3
Other		1				0	0.3
	CHECK THE % SUMMATION						100.0
TOTAL # OF RESPONSES	59	66	67	67	73	18	350

BALLOT

VOTE TO PRIORITIZE BUILDING PROJECTS --- For each project rank it as either 1, 2, or 3, with a 1 meaning lowest priority and 3 highest priority

D. Hayes --- 04/09/22

	PROJECT	PRIORITY
1	Replace the 431 truck bay door	
2	Replace the 435 truck bay door	
3	Replace the side door in the FR bay	
4	Replace the side door in the main bay	
5	Cover the door on the rear of the main bay	
6	Cover 2 windows on the back of the main bay	
7	Add weatherstripping to the side door in the main truck bay	
8	bay	
9	Seal under eaves along the back wall	
10	Add snow slides to the roof, front and back	
11	Add a covered porch to the main entrance	
12	Remove the rotten trash bins by the main entrance	
13	Sheetrock, tape, and paint bathroom walls	
14	Repair the urinal in one bathroom	
15	Replace all windows	
16	Seal openings in the south wall of FR bay	
17	Rebuild side exterior wall of the FR bay	
18	Repair and paint the interior walls of the FR bay	
19	Print the walls of the main hall with more appealing colors	
20	Install a utility sink	
21	Paint the walls in the main truck bay	
22	Fix kitchen sink	

BUILDING AND EQUIPMENT NEEDS			
Prepared by D. Hayes --- Last Updated on 04/07/2022			
ITEM	EST. COST	FUNDING SOURCE	UNIFYING THEME
Renovate and expand the Firehouse	?	Senator Schmer	Building Improvements
Extractor for turnout gear	?	DASNYSAM	PPE
Dryer for turnout gear	?	DASNYSAM	
Hose for new fire truck	\$7,500	AFG	Outfitting of new fire truck
Deck mounted nozzle for new truck	\$15,000	AFG	
4 Hose nozzles (4)	?	AFG	
Gas Monitors (2)	\$2,500	AFG	
Battery powered extrication tools	\$28,000 + ram	AFG	
Vent saw	?	AFG	
Boat with Trailer	?	?	
UTV with Trailer	?	?	