

Public Hearing

Local Law #2 of 2022 Allowing the tax levy to exceed the tax cap
&

Regular Meeting Of the Putnam Town Board

October 13, 2022, 7PM ~ Putnam Town Hall ~ Zoom

6:45 Call Public Hearing to Order

Local Law #2 of 2022 Allowing the Tax Levey to Exceed the Tax Cap

Supervisor Wilson began by soliciting comments from the audience about exceeding the tax cap in the 2023 Budget.

Karl Ohly commented first however the ZOOM connection was poor and it could not be determined what the essence of what Mr. Ohly was intending to convey. An attempt to reach out to Mr. Ohly for clarification on his intent was unsuccessful.

Paula Wilson asked for clarification about the budget, its contents and how the boat launch impacts the budget. Councilman Mallon explained that with the current rate of inflation everything has gone up, the boat launch is just one factor in the budget.

Leslie Bain asked if the Preliminary Budget included the reductions at the boat launch. Supervisor Wilson replied that it does.

Supervisor Wilson asked if there was any further comment about the budget and the budget cap, He asked a second time, there were none.

Public Hearing Closed at 6:57

6:58 The Regular Meeting of the Putnam Town Board called to order.

Councilwoman Carole Schneider led the Pledge of Allegiance.

Roll Call

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

Others present: Mary Jane Dedrick (Deputy Clerk, P.O. Box 14), Cee McKenzie (Budget Officer, 526 Gull Bay Road), Bill Brown (Planning Board Chair, 17 Charter Brook Lane), Leslie Bain (Resident, 371 Peterson Road), David Hayes (President PVFD, 560 Gull Bay Road), Paula Wilson (Planning Board Clerk, 15 County Route 3)

Present via ZOOM: John Breitenbach (Town Attorney, 23 Father Jogues Place Ticonderoga, NY 12883) Mary Jane Dedrick (Deputy Clerk, P.O. Box 14), May Drinkwine-Shiell (Resident, 439 County Route 3) Karl Ohly (Resident, 428 County Route 3), Nancy Wolf-Fisher (Resident, 5183 Sagamore Road), Diane Granger (Resident, 139 Craig Road), Patty Cook (Ticonderoga Emergency Squad, Assistant Operations Manager), Renee Kennedy (Ticonderoga Emergency Squad, Operations Manager)

Resolution # 96

Accept the minutes of the September 8, 2022, meeting

On motion of Councilman Chris Mallon, seconded by Councilwoman Carole Schneider; all in favor, Resolution unanimously adopted.

Resolution #97

Accept the Budget Officer's report for the month of September 2022

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

Resolution # 98

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

On motion of Councilwoman Carole Schneider, seconded by Councilman Charlie Bain all in favor, Resolution unanimously adopted.

Resolution # 99

Accept the Town Justice Report for the month of September 2022

On motion of Councilwoman Carole Schneider, seconded by Councilman Larry Shiell; all in favor, Resolution unanimously adopted.

Resolution #100

Pay bills as audited

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

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

General Fund	# 229-258	\$11,621.28
Highway Fund	# 101-116	\$25,397.21
Black Point Sewer District	# 13-15	\$83,001.73

Correspondence

A letter from Jim Duffy questioning the safety of a passing lane at the intersection of State Route 22, Cummings, and County Route 1 (Glenburnie Road) was acknowledged and discussed. (See attached)

Resolution #101

Authorize the Highway Superintendent to begin paperwork to the County/State, to have the intersection of State Route 22/Cummings Road/County Route 1 evaluated for passing lane safety on State Route 22 at said intersection.

Courtesy of the floor

Rene Kennedy, Operations Manager and Patty Cook, Assistant Operations Manager, from the Ticonderoga Emergency Squad addressed the room. Ms. Kennedy raised the financial issues the Ticonderoga Emergency Squad are facing. With an already very tight budget, then adding inflation along

with an increased volume of calls in the past year it has made it impossible to stretch their dollars any further. A respectful request for an increase from the Town of Putnam for the annual contract was made. Paula Wilson addressed the Board next with concerns about the boat launch closing. Ms. Wilson presented a petition from Facebook that Robin McGrath posted, with 179 signatures to keep the boat launch open. Ms. Wilson acknowledged that initially she and Robin were misinformed that the boat launch was going to be closed but has since learned that's not the case. Ms. Wilson continued that she doesn't want the boat launch to be drastically reduced in hours. Councilwoman Carole Schneider replied that there will be changes such as reducing hours based on usage records. Records kept by boat launch attendants record usage, the records are being used to determine the periods of heavy use so hours can be scheduled accordingly. Supervisor Wilson reiterated what Councilwoman Schneider said about the data. Leslie Bain spoke next saying that "the folks that pay the taxes are quite upset" because that's why they come here. Also indicating that the Town Clerk should have received numerous emails from seasonal residents. The Town Clerk indicated that there were two emails, one in favor of cutting boat launch costs and one opposed to cutting costs, the Board received copies of both. Ms. Bain also indicated that the budget is hard to read, and she would like to see footnotes added. Ms. Bain also suggested charging residents to use the boat launch like "the guy in Huletts" in the form of a sticker or seasonal pass. Paula Wilson spoke again asking how much unemployment for the boat launch attendants costs the Town each year. She suggested hiring more attendants at the launch to reduce the hours for each attendant which would reduce the unemployment costs. Councilman Shiell stated that it's a hard position to be in because no one wants to pay more taxes, but no one wants to lose the boat launch either. Councilman Shiell also asserted that whatever is done can be adjusted in the future if needed. Supervisor Wilson joined adding that the County will also have an increase this year which will impact the overall January tax bill also.

Highway Report (7:27)

Highway Superintendent (HS) Gary Treadway was not in attendance but did send a written report. Supervisor Wilson reviewed HS Treadway's report aloud. HS Treadway reported that the crew is finishing work on Hutton Square Road in the coming week with a tentative paving date the week after, it will be a heavy shim and allowed to sit through a frost cycle to settle. The top will be finished in the spring. Unused CHIPS (Consolidated Local Street and Highway Improvement Program) money will be rolled over into next year to cover costs. Culvert replacement on Lake Road will begin and continue through fall so that when the power line goes through next year, the culverts are in place and have been through a freeze thaw cycle before paving. HS Treadway also had a short list of items to be reviewed by the Board. CHPE (Champlain Hudson Power Express) has approached the Town to lease Cummings Park to assemble conduit pipe that can then be rolled out onto the lake. They estimate that they'll need three weeks to assemble the pipe, with additional weeks for storage of the assembled pipeline.

Resolution #102

Authorized Supervisor Wilson to negotiate and enter a lease agreement for Cummings Park with CHPE.

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

Resolution #103

Enter into a winter maintenance agreement with Washington County for County Route 1 in the Town of Putnam for an annual rate of \$4,700 per mile for 2.34 miles of roadway, with conditions. (See Attached).

On motion of Councilman Bain, seconded by Councilwoman Schneider; all in favor.
Resolution unanimously adopted.

Supervisor Wilson opened the video recording policy discussion saying that there have been a few minor incidents at the highway building on State Route 22. The County's initiative is to install a video recorder to monitor the building and grounds. Because our highway crew shares the building and grounds with the County crew it is necessary to adopt a video recording policy for Putnam. Supervisor Wilson also stated that the County has asked if the Town of Putnam would contribute for costs of the installation of the video system.

Resolution#104

Authorize up to \$1000 contribution to the County toward the costs associated with installing video cameras at the Highway Garage

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

Resolution #105

Adopt video recording policy

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

Supervisor Wilson reviewed a proposed culvert Memorandum of Agreement (MOA) with Washington County under the NYS Department of Environmental Conservation Water Quality Improvement Project Contract #C01495GG, *Washington County Culvert Replacement Program*. (See Attached)

Resolution #106

Authorize Supervisor to enter a culverts Memorandum of Agreement with Washington County.

On motion of Councilman Mallon, seconded by Councilman Shiell; all in favor.
Resolution unanimously adopted. (Supervisor Wilson abstained)

Supervisor Wilson presented a proposed application for a Highway Work Permit to the Board for their review. The permitting process will be re-visited at November's meeting.

Planning Board Report (7:57)

Planning Board Chairman Bill Brown reported that there was a public hearing for the Adirondack Camp. The Adirondack Camp application was approved. Eric and Jayna Geisel on Backus Lane had their garage plan approved.

Fire Department report (8:00)

President David Hayes presented the 3rd Quarter Report for the fire company. (See Attached)

Old business (8:03)

Intermunicipal Agreement with the Town of Ticonderoga- An agreement is currently being developed between the town attorneys.

Board of Assessment Review appointment & re-appointment- Supervisor Wilson advised the Board that Martha Atwood is agreeable to a re-appointment to the BAR.

Resolution #107

Re-appoint Martha Atwood to the Board of Assessment Review for a 5-year term ending 9/30/2027

On motion of Supervisor Wilson, seconded by Councilwoman Carole Schneider; all in favor.
Resolution unanimously adopted.

Supervisor Wilson continued that the Board of Assessment Review has an opening due to a resignation.

Mark Karlson has expressed interest in the past in serving the Town in some capacity, originally the Planning Board, but is agreeable in being considered for the vacant BAR seat. Mr. Karlson is newly retired and lives in Black Point year-round.

Resolution #108

Appoint Mark Karlson to complete a vacated term on the BAR expiring 9/30/2025

On motion of Supervisor Wilson, seconded by Councilman Mallon; all in favor.
Resolution unanimously adopted.

New business

Washington County Youth Bureau Agreement- This is an annual agreement with Washington County. At the end of the year the Town is reimbursed \$687 to offset costs for the 2022 Youth Recreation Program at the beach.

Resolution #109

Authorize the Supervisor to enter into an Agreement with Washington County Youth Bureau

On motion of Councilman Larry Shiell, seconded by Councilwoman Carole Schneider; all in favor.
Resolution unanimously adopted.

Sick worker COVID policy- Supervisor Wilson reviewed attendance/sick policy for this year. COVID pay is no longer being offered. Current New York State guidance says that an employee can take time for COVID without penalty however they must request to use their sick or personal time to get paid, or take time off without pay. A doctor's note may be required for extended absences.

Resolution #110

Adopt attendance/sick policy for COVID infections. Sick employees must use personal or sick time to be paid for COVID sick leave, or take time off without pay, without penalty. A doctor's note may be required for extended absences.

On motion of Supervisor Wilson, seconded by Councilman Mallon; all in favor.
Resolution unanimously adopted.

Letter of support for the Downtown Revitalization Initiative- The DRI project is seeking letters of support from surrounding communities to utilize during their grant application process. The Town of Putnam has been asked to provide a letter of support as Putnam residents benefit from the project as well.

Resolution #111

Authorize Supervisor to pen a letter of support for the Downtown Revitalization Initiative project

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

Planning Board Re-appointment- Supervisor Wilson advised that Art Sheeley, who was appointed to finish out an unexpired term that was vacated, has expressed interest in being re-appointed for a full 7-year term at the expiration of his current term December 31, 2022. The new term will expire December 31, 2029.

Resolution #112

Re-appoint Arthur Sheeley to the Planning Board for a 7-year term expiring 12/31/2029

On motion of Supervisor Wilson, seconded by Councilman Shiell; all in favor.
Resolution unanimously adopted.

Supervisor Wilson asked the Board if there was anything they'd like to discuss. Councilman Bain brought the topic of the sign at the Cummings Park entrance. It's quite difficult to see from the road and people often miss the turn into the park. Options were discussed. No action was taken. The topic will be revisited after the area is evaluated.

Preliminary Budget

Budget Officer Cee McKenzie presented the Preliminary Budget to the Board reviewing changes that had been discussed at the Budget Workshop the week prior.

Resolution #113

Local Law #2 of 2022 Allowing the Tax Levy to Exceed the Tax Cap

On motion of Supervisor Wilson, seconded by Councilman Mallon.

Roll Call:

Supervisor Darrell Wilson	Yes
Councilman Chris Mallon	Yes
Councilwoman Carole Schneider	No
Councilman Larry Shiell	Yes
Councilman Charlie Bain	Yes

Resolution passed 4-1. Local Law #2 of 2022 adopted.

Budget Officer McKenzie briefly explained how the Tax Cap formula works for the tax levy. The percentage isn't exactly 2% when using the State's formula.

Resolution#114

Accept the Preliminary Budget

On motion of Supervisor Wilson, seconded by Councilman Shiell; all in favor.
Resolution unanimously adopted.

The Public Hearing for the Preliminary Budget was set also.

Resolution #115

Public Hearing of the 2023 Preliminary Budget set for November 10th at 6:45PM

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

Final Budget Workshop- Thursday, November 3rd, at 6PM at the Putnam Town Hall.

Resolution #116

Adjourn the Regular Meeting of the Putnam Town Board

On motion of Councilwoman Carole Schneider, seconded by Councilman Charlie Bain; all in favor.
Resolution unanimously adopted.

Meeting adjourned at 8:45PM

Budget Workshop – Thursday November 3rd, 2022, at 6PM.

2023 Budget Public Hearing – November 10th, 2022, at 6:45PM

Regular Meeting of the Putnam Town Board – November 10th, 2022, immediately following the 2023 budget public hearing.

Respectfully submitted,

Darlene Kerr
Putnam Town Clerk

Darrell Wilson _____ Supervisor

Christopher Mallon _____ Deputy Supervisor

Carole Schneider _____ Councilwoman

Larry Shiell _____ Councilman

Charles Bain Sr. _____ Councilman



Department of Public Works

Highways Engineering

Deborah Donohue, P.E. - Superintendent

This AGREEMENT made on the 18th day of October, 2022, by and between the COUNTY OF WASHINGTON, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Washington County Municipal Center with a mailing address of 383 Broadway, Fort Edward, New York 12828 ("Washington County"), and TOWN OF PUTNAM, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Putnam Town Office, Town of Putnam, New York 12861 ("Town of Putnam").

WHEREAS, for the safety of the general public, all roads must be maintained during the winter months by removing snow and salting/sanding to control ice and snow on paved roads, and

WHEREAS Washington County Route 1 leads into the Town of Putnam, which town roads are maintained by the Town of Putnam, and

WHEREAS the Washington County Superintendent of the Department of Public Works recommends entering into an agreement with the Town of Putnam for snow removal and salting/sanding, with preference to salting, to control ice and snow on Washington County Route 1, for an annual rate of Four Thousand Seven Hundred dollars (\$4,700.00) per mile,

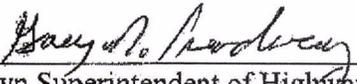
NOW, THEREFORE, for the purpose of carrying the foregoing into effect, the parties do mutually agree as follows:

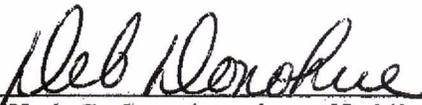
1. The Town of Putnam Highway Superintendent agrees to remove snow and salt/sand and control ice, and remove all accumulated sand and/or other by sweeping, at the conclusion of each snow removal season on County Route 1 in the Town of Putnam beginning at NYS Route 22 at an annual rate of Four Thousand Seven Hundred Dollars (\$4,700.00) per mile for 2.34 miles of roadway.
2. The Town of Putnam Highway Superintendent shall furnish adequate employees, equipment, tools and materials for the proper performance of this Contract by the party of the second part, and shall remove snow from all of Washington County Route 1 located within the Town of Putnam within a reasonable time during each fall of snow, when two (2) inches shall have accumulated, and shall apply salt and/or sand or other materials to said Washington County road to control hazardous conditions thereon as required. The work shall be performed accordingly to customary and approved standards, and/or by order of the County Superintendent, in such

a manner as to accomplish the obligation imposed on the County of Washington with respect to snow removal and control of snow and ice on Washington County roads. All persons employed by the Town of Putnam in the performance of this Contract shall be employees of the Town of Putnam for purposes of payment of wages, wage deductions, liability for workers' compensation and otherwise.

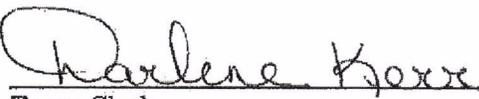
3. Washington County agrees to pay the Town of Putnam in advance during the month of January in each year one half the total amount due under and by the terms of this Contract for that year and remaining one half the total amount due under and by the terms of this Contract for that year during the month of August, such payments shall not be increased by reason of excessive snow or ice in any year or reduced by lack of snow or ice in any year.
4. The Town of Putnam shall, at its own expense, provide Washington County and keep in force at all times during the period in which this Contract shall be in effect, a policy or policies issued by any insurance company authorized to do business in the State of New York, providing ***“Commercial General Liability (CGL) Insurance: \$1,000,000 each occurrence and \$2,000,000 in the aggregates; Commercial Automobile Liability Insurance: \$1,000,000 combined single limit; Commercial Excess Liability Insurance: \$2,000,000 each occurrence and aggregate, on a follow form basis; Statutory WC and NYS Disability Insurance. Washington County, its employees, agents and board members shall be listed on the CGL and Commercial Excess policies with ISO additional insured endorsement CG 20 10 11 85 or equivalent.”***
5. This Contract shall remain in effect for the 2022 -2023 winter season, unless either Washington County, the Town of Putnam or their respective highway superintendents, shall in the meantime elect to terminate this Contract at the end of June in the current contract year, in which event the party which shall elect to terminate this Contract shall serve upon the other party on or before the first day of June in that year a written request to terminate the Contract on the 30th day of June in that year.
6. The Town of Putnam shall indemnify and hold harmless Washington County, its officers, agents and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs, and expenses, including reasonable attorney's fees for personal injuries or property damage arising out of the performance of its duties in providing snow and ice control services as provided in this Agreement including the plowing, salting, sanding of the roads within the serviced area. ***The Town must provide the County with proof of insurance, for working in the right-of-way.***

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed by their respective duly authorized officers on the day and year first above written.


Town Superintendent of Highways


Wash Co Superintendent of Public Works

This is to certify that the Town Board of the Town of Putnam,
Washington County, New York, did approve, the foregoing agreement, the
Board being present and voting at a meeting held
October 13th, 2022.


Town Clerk

**MEMORANDUM OF AGREEMENT BETWEEN
WASHINGTON COUNTY
AND
TOWN OF PUTNAM**

COPY

PURPOSE

The purpose of this Agreement is to define the areas of responsibility and cooperation of Washington County (County) and the Town of Putnam (Town) to fully execute the objectives, tasks, and deliverables under the NYS Department of Environmental Conservation (DEC) Water Quality Improvement Project Contract # C01495GG, *Washington County Culvert Replacement Program*.

The Town will, within the limits of its capabilities:

1. Implement culvert replacement project Backus Lane as outlined in the NYS Contract #C01495GG,
2. Provide \$6,220 in local match towards to grant, either through cash or in-kind services on project specified in the grant application,
3. Provide quarterly reports on the tasks performed each quarter submitted by the 10th day of the month after ending the quarter to the grant managers,
4. Provide quarterly timesheets for hours worked on the grant, including equipment time, signed by an Authorized Signatory,
5. Provide all invoices and necessary backup to ensure reimbursement of costs,
6. Provide the grants managers with all requested information and data for the completion of reimbursement requests, quarterly reports, and final report,
7. Retain copies of all records pertaining to work performed under this grant, and
8. Finish all projects and applicable paperwork no later than September 30, 2025.

The County will, within the limits of its capabilities:

1. Process payment requests from and reimburse the Town at an acceptable rate, not to exceed allocations identified in the budget of Contract #C01495GG, unless agreed upon by all parties.
 2. Oversee the completion of the project to the satisfaction of the NYS DEC to ensure all reasonable funds are reimbursed, and
 3. Assume no liability for costs incurred that are not reimbursed or deemed ineligible by the NYS DEC.
-

This Agreement shall become effective immediately. It may be amended at any time by mutual consent of both parties; it may be terminated at any time following thirty (30) days written notice by either party; and will become null and void after official closeout of NYS DEC Contract # C01495GG. This Agreement will be reviewed periodically as the need arises by both entities.

FOR WASHINGTON COUNTY

FOR THE TOWN OF PUTNAM

Samuel Hall NAME

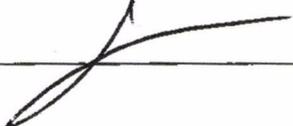
_____ NAME

Chairman TITLE

_____ TITLE

9/27/22 DATE

_____ DATE

 SIGNED

_____ SIGNED

Putnam Volunteer Fire Company (PVFC)
3rd Quarter 2022 Report to the Putnam Town Board
October 13, 2022
Presented by D. Hayes, PVFC President

Staffing and Training

There are currently 12 members in the Putnam Volunteer Fire Co.. Five members are Firefighter II certified, one is FF I, three 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 three 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.

It is especially noteworthy that our Chief has recently become one of these certified NYS instructors and has begun teaching courses to firefighters from throughout the State. He is one of only 7 such certified instructors in Washington County. Moreover, he is currently enrolled in the NYS Fire Academy, which when completed later this year will give him a certification that is nationally recognized and will apply to several firefighting specialties.

Emergency Responses

During the 3rd quarter the PVFC responded to thirty-six 911 calls, which was twice as many as during the 2nd quarter. For the year through the end of September we have responded to 79 calls compared to 73 for all of 2021. Our 3rd quarter calls were as follows:

- EMS --- 19 (53%)
- Water Rescues or Recoveries of people who drowned--- 4
- Motor Vehicle Accidents in Putnam --- 3
- Fires in Putnam --- 3
- Power lines down --- 2
- Fires in Ticonderoga --- 2
- Fire alarm activations in Putnam (but no fire) ---1
- Motor Vehicle Accidents in Dresden --- 1
- Fire in Dresden --- 1

To provide historical context a table is included as an appendix to this report summarizing the number and types of 911 callouts the fire company has received since 2017.

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

We have enclosed as an appendix a current version of our 2022 budget for expenses funded by fire taxes (revenues and forecasted and actual expenditures) with a statement of expenditures through September 30th.

We have budgeted \$4,600 for propane for heating, \$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 2024 on our new fire truck, which is due to be delivered during 2023. The \$24,000 plus the \$20,000 freed up from retiring our loans from the Town (in late February 2022) and for the utility truck (in early March 2022) 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 loan on truck 432. The final payment on this loan is scheduled for 2028 but we currently have sufficient funds already saved to move the final payment date up to 2027. Moreover, we believe we will be able to save enough during the next two years to make a second pre-payment, which would move the pay-off date for this loan to 2026. Our longer term goal is to get enough ahead on our truck purchase expenses so that we can pay for new truck purchases without taking out loans. However, it will take several years to get to this point.

The balance in our operating budget account at the end of September was \$68,475.89, which has to last until March 1, 2023 when we receive next year's payment from the Town.

Condition of the Fire Trucks

The PVFC now has five fire trucks: two engine/pumpers and one water tanker for fighting fires and responding to motor vehicle accidents and hazardous incidents, one pickup truck for EMS calls and one truck to take members and their gear to rescue scenes. The latter truck was recently purchased from another fire company and will be especially useful to our dive team as a place where they can transport and change into their dive gear. The truck is 26 years old and cost us \$17,000. We paid for it and will maintain it using funds from our fundraising account.

All our trucks undergo regular servicing and NYS inspections. Our engine/pumpers are 31 and 9 years old, our tanker is 20 years old, our pickup truck is 5 years old, and our recently acquired rescue truck, as noted above, is 26 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 will occur 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, 2024. As noted above, \$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 truck. The remainder will be covered from the operating budget, which is already being adapted to handle this expense. Our fire trucks collectively carry 4,300 gallons of water, which is needed because the Town does not have fire hydrants. After we replace our 31-year old engine/pumper, which carries only 500 gallons of water, our overall water carrying capacity will increase to 5,000 gallons.

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 have been prioritized by our members. We have set aside \$12,000 in this year's budget to get a start on this much-needed maintenance work and have already completed several of these projects. For example, both bathrooms have been renovated, a plumbing problem in the kitchen has been fixed, a source of heat loss through the back wall has been sealed, new weatherstripping has been installed on one of the doors, and another door that is the source of major loss is in the process of being replaced with a new door and door frame.

Communications to the Community

Our annual newsletter was mailed to all Putnam property owners during July.

External Grant Applications

We have contracted with Julie Burline of MJ Burben, Inc. to write grant applications on our behalf, for a fee of \$7,000/year. She has submitted a preliminary application to Senator Schumer's office for funds to do a complete renovation of the firehouse and is currently working on an AFG grant for funds to purchase an extractor and dryer for cleaning our turnout gear, which is a particularly high priority for us. Other sources of funding that we are exploring are DEC, Sylvamo, and the NYS Dormitory Authority.

Fundraising Efforts

There have been three fundraising activities during 2022. One of our members organizes a baseball tournament each year in which he donates any surplus funds to the fire company. This year his gift was \$1,664. Our annual Chicken BBQ fundraiser on July 23rd netted \$1,400 after expenses of about \$8,000. Our annual newsletter, which came out in July and contains an appeal, has resulted in a little over \$11,000 in gifts so far.

PVFC Incident Statistics

Prepared by D. Hayes -- Last Updated on 10/12/2022

Type of Incident	2017	2018	2019	2020	2021	2022 thru SEPT.	% of Responses Since 2017
EMS	31	22	30	35	29	35	44.3
False & Cancelled Alarms	8	10	8	5	5	5	10.0
Motor Vehicle Accidents	5	5	4	2	5	10	7.5
Water Rescues	1		2	2	1	4	2.4
Ice Rescues	2			1		2	1.2
Other Rescues (hiking, snowmobiling, etc.)				1		0	0.2
Standbys at Ti Fire Station	4	9	8	5	10	1	9.0
Standbys at Putnam Fire Station					1	1	0.5
Standbys at Dresden Fire Station				1		0	0.2
Standbys at Whitehall Fire Station				1		0	0.2
Fires in Putnam		6	5	4	5	5	6.1
Fires in Ticonderoga	1	6	3	2	6	9	6.6
Fires in Dresden	1	1	1			2	1.2
Smoke	1	2		2	1	0	1.5
CO Alarms	1		1			1	0.7
Service calls (water in cellar, tree on road)	2		3			0	1.2
Hazardous Situations (Elec., Chem.)	1	2		1		0	1.0
Power Lines Down	1	1	2	5	10	3	5.4
Lightning strikes		1				0	0.2
Other		1				1	0.5
	CHECK THE % SUMMATION						100.0
TOTAL # OF RESPONSES	59	66	67	67	73	79	411

Jim Duffy
3029 Lake George Way
Putnam Station, NY 12861
September 22, 2022

 10/24/2022
Darrell T. Wilson
Town Supervisor
Town of Putnam NY
14 Putnam Center Road
PO Box 95
Putnam Station, NY 12861

Dear Darrell T. Wilson:

In early September I came upon an accident scene at the intersection of Washington County Route 1, Glenburnie Road, NY State Route 22, and Cummings Road of Putnam Town. A motorist in a pick-up truck was turning left from 22 South on to Cummings Road, a motorcycle decided to pass the truck on the left at a high rate of speed just prior to the motorist signaling for the left turn. The motorcycle hit the front driver's side of the bumper of the truck and the motorcyclist had to bail off the bike before it careened into the trees just south of the intersection to the right of Northbound Route 22.

I would like to have the Town, County and State remove the passing zone in the Southbound direction just before the intersection because it made this accident possible and it is dangerous.

The NY State Police took the accident report. Please let me know if you require the accident report for a Town Board meeting discussion.

Sincerely,

Jim Duffy
908-627-9995



WASHINGTON COUNTY

VIDEO RECORDING SYSTEM POLICY

Adopted: 06/17/2022

PURPOSE

The purpose of this policy is to establish guidelines for use of security cameras / video recording systems in and on the property of Washington County at the Municipal Center, Public Health and Annex, Burgoyne Avenue Complex and other ancillary facilities in a way that enhances the safety and security of our facilities, while respecting the privacy expectations of employees and members of the Washington County communities conducting business at our facilities.

This policy shall not apply to cameras / video recording systems designated for video conferencing within our facilities or for systems at or within the Washington County Sheriff's Office / Law Enforcement Center or the Washington County Sheriff's Office substation in Salem.

SCOPE

This policy applies to all employees, including seasonal, temporary, volunteers, and interns, and visitors to and of the above stated Washington County facilities and properties and all video recording systems therein.

POLICY

It shall be Washington County's policy that the County is committed to protecting public property and establishing and maintaining workplaces and public areas that are secure and safe for both employees and those conducting business at or within our facilities. To enhance this commitment, Washington County has procured and is utilizing video recording systems at our facilities. The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise. All future cameras / video recording systems installed on Washington County properties (excluding the Law Enforcement Center and Sheriff's Offices) shall be connected to the main video recording system and must be in compliance with this policy – departments are not authorized to install their own cameras or video recording system devices.

RESPONSIBILITIES

The Washington County Facilities Safety Response Team has been designated responsible for overseeing and managing Washington County's video recording system(s), along with implementation of associated standards and procedures relative to their operations in our facilities, excluding those of the Washington County Law Enforcement Center and Sheriff's Offices. Responsibilities by Department for assigned / responsible personnel are as follows:

- **Buildings and Grounds (Support):** At the request of the authorized Facilities Safety Response Team personnel, conduct the installation of authorized video recording system devices, including wiring and hardware installation at the approved placement locations. Provide assistance with wiring and hardware installation troubleshooting upon request of the Facilities Safety Response Team personnel.
- **Information Technology (Support):** At the request of the authorized Facilities Safety Response Team personnel, assist in budgeting for and procuring approved devices, conduct the network installation and verify connectivity for approved video recording system placement items at the approved placement locations. Provide assistance with connectivity and device troubleshooting upon request of the Facilities Safety Response Team personnel.

- **Department of Public Safety and Safety Officer (Management):** Management of the overall systems, to include, regular verification of system and device operations status (and reporting operational issues when encountered to the vendor), device / systems provisioning, retrieving video footage for official purposes, responding to authorized requests for review / copies of certified recordings, FOIL requests for video, managing requests for system access and users, conducting needs and placement assessments, coordinating installation and networking needs with Information Technology and Buildings and Grounds personnel, coordinating system maintenance needs with the vendor, and utilization of security cameras on mentioned County properties, along with implementation of associated standards and procedures.
- **County Attorney (Oversight):** Provide guidance and direction to the other members of the Facilities Safety Response Team related to the management and operation of the systems, to include (but not limited to), requests for recordings, request for user access, placement of systems / components and use of ancillary system components.
- **County Administrator (Oversight):** Provide guidance and direction to the other members of the Facilities Safety Response Team related to the management and operation of the systems, to include (but not limited to), requests for recordings, request for user access, placement of systems / components and use of ancillary system components.

ACCESS OF SYSTEMS

In recognizing the sensitive nature of video recording systems and in accordance with the Cybersecurity & Infrastructure Security Agency (CISA) guidance, Washington County will follow the “least access” principle, providing access to only those with an immediate need to have direct access to our video recorder systems and cameras. All users provided access to our video recording systems shall access and utilize such systems for official purposes only. Based on identified needs and urgent situations, access may be granted on a case by case basis following review of the Facilities Safety Response Team. All requests for access (outside of urgent Public Safety or authorized Law Enforcement needs, which shall be made to the Department of Public Safety or the Senior Safety Officer) must be filed using the county’s Video Recording System Request Form, which is available at washingtoncountyny.gov/videorequests .

INSTALLATION OF VIDEO RECORDING SYSTEMS / CAMERAS

Security cameras shall only be installed in our facilities following review and approval of the members of the Washington County Facilities Safety Response Team in coordination with a Department Head, should the camera be within or directly provide coverage to an individual department. All requests for new camera installations for consideration must be filed using the county’s Video Recording System Request Form, which is available at washingtoncountyny.gov/videorequests . Approved requests for installation will be made in writing from a member of the Facilities Safety Response Team to Buildings and Grounds and Information Technology.

PLACEMENT OF VIDEO RECORDING SYSTEMS / CAMERAS

Placement of cameras shall only be considered for the security and safety of employees and the public, security of County facilities and property, or for Public Safety reasons. Cameras may be installed in outdoor and indoor locations that are deemed critical infrastructure, public areas, or areas in which employees transition throughout our facilities. Examples include (but are not limited to) public common areas such as lobbies, parking lots, entrances, seating areas, service desks, hallways, and areas prone to theft or misconduct, or areas where money is stored or handled. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices. If needed, electronic shielding will be placed in the security camera so that the camera cannot be used to look into or upon private areas on County property or on adjacent properties. Camera placement must also take into consideration any confidential material that could be visible. Following reviewing requests for new cameras to be added to our video recording systems, the members of the Facilities Safety Response Team will review the request, area of request and take into consideration the needs surrounding the request, additional cameras in the area and area of desired coverage. The Facilities Safety Response Team will coordinate with the requestor (and/or Department Head(s) of the affected area), in addition to reviewing with Information Technology and Buildings and Grounds for input relative to infrastructure, installation and other logistical concerns.

MONITORING OF VIDEO RECORDING SYSTEMS

The members of the Facilities Safety Response Team and other authorized users (following the process outlined in this policy above) may monitor and review security camera live feeds and recordings as needed for official purposes only to support investigations and to enhance public safety. Live view monitoring stations have been assigned to the Department of Public Safety 9-1-1 Communications Center and the lobby Sheriff's Deputy station for live monitoring of activities throughout our facilities. During exigent circumstances, Washington County may allow live view access to responding law enforcement personnel during an emergency situation at one of our facilities.

REQUESTS FOR VIDEO RECORDINGS AND/OR ASSOCIATED DATA

All requests for video recordings and/or associated data must be filed using the county's Video Recording System Request Form, which is available at washingtoncountyny.gov/videorequests . Requests will be reviewed by the Facilities Safety Response Team and the requestor will receive a written response within five business days, should the response not be approved, a reason will be provided accordingly. All responses will be in compliance with all local records policies and the New York Local Government Records (LGS-1). A file will be created by the Facilities Safety Response Team for all requests, which will contain the written request, associated media files (if located and pertinent) the response and any associated documentation and log of dissemination.

VIDEO RECORDING AND DATA STORAGE

Video recordings and associated data will be stored on the video recording system or camera directly for 30 days. Once the Facilities Safety Response Team is identified of an incident in which review of potential video may be necessary, a file will be created by the Facilities Safety Response Team and the videos will be reviewed and secured for future needs in accordance with this policy, a log of any dissemination will also be included.

PROHIBITED CONDUCT

No security cameras or other monitoring devices shall be installed or located upon County property without being properly approved and meeting the standards of this policy. Tampering with, or causing damage to County cameras is also prohibited. Cameras are not installed nor will they be used for the purposes of routinely monitoring our employees, however, the County may utilize routine security camera recordings in support of disciplinary proceedings against employees, or if needed in a criminal investigation, civil suit or other proceeding involving person(s) whose activities are shown on the recording and relate to the proceeding. Any photographs or video taken of the video recording systems or its displays of live cameras or video playback are strictly prohibited. Any needs of video recordings or snapshots of such shall follow the official process as listed within this policy.

CONFIDENTIALITY, PRIVACY AND SECURITY

Confidentiality, privacy, and security issues prohibit the general public from viewing security camera footage that contains personally identifying information about employees and citizens, or information that reveals or identifies County security measures. If the County receives a request from the general public to inspect security camera footage, the County Facilities Safety Response Team will respond according to New York public records laws and County policy.

A breach of this policy may result in disciplinary action up to and including dismissal. Any employee who becomes aware of any damage to or tampering with a County security camera, unauthorized monitoring or use of the video recording system or its data, unauthorized disclosure of a video recording, and/or a potential privacy breach has a responsibility to immediately inform the County Attorney or the County Administrator.