**County of St. Lawrence, State of New York, 94 Main St., Colton, NY 13625**

Present: Ronald Robert, Town Supervisor Councilpersons: Lisa Fisher

 Kevin Hawley, Highway Supt. Jacob Poste

 Darren Richards, Code/Safety/DPW Supt. Stephen Knight-absent

 Jennifer Cole, Town Clerk Kevin Beary

**Meeting Attendees**: Nancy Robert, Rick Perkins, Karen Bage, Matt Planty, Linda Shaver, Randa Mitchell, Shelley Rayner, Andrea Malik, Kirke Perry, Jeff Tubolino

**Zoom Attendees**: Cynthia Hennessy, Peggy Shea, Mary Jane Watson, Anne Townsend, Dennis Eickhoff, Peggy Mousaw

Supervisor Ronald Robert opened the meeting with the Pledge of Allegiance at 6pm, as scheduled.

Motion #1

**Adopt the Meeting Agenda**

Ms. Fisher made the motion to adopt the agenda for this meeting, seconded by Mr. Poste.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

Motion #2

**Approval of Town Board Meeting Minutes for January 2024 and the Public Hearing minutes for January 2024**

Ms. Fisher made a motion to approve the minutes from the January 2024 town board meeting as well as the January 2024 public hearing, seconded by Mr. Poste.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

Motion #3

**Authorize Bank Recon, Transfers, & Bills in Warrant #2, 2024**

Motion made by Mr. Poste, seconded by Mr. Beary to authorize payment of bills labeled Warrant #2, complete a budget amendment, and a transfer as indicated below.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

 General Fund ……………………………………………………………………………$212,066.42

 Highway Fund ……………………………………………………………………………..141,061.45

 Library Fund ……………………………………………………………………………….1,649.23

 Colton Light ……………………………………………………………………………………945.10

 South Colton Light District ……………………………………………………………...........882.62

 Sewer Fund #1 ……………………………………………………………………………..11,553.35

 Water Fund #1 ………………………………………………………………………………3,210.73

 TRANSFERS:

 To: A8160.2 Transfer St. Equip…………………………………………………………..$500,000.00

 A8664.12 Code Enf. Inspector…………………………………………………………...1,350.00

 From: A599 Fund Bal……………………………………………………………….…….$500,000.00

 A1990.4 Contingency…………………………………………………………………..1,350.00

Mrs. Cole requested that a bill for Howland Pump in the amount of $38.04 be paid with the March early bills to avoid late charges.

Motion #4

Ms. Fisher made a motion to pay the Howland Pump bill in the amount of $38.04 with the March early bills, seconded by Mr. Poste.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

**Courtesy of the Floor:**

Randa Mitchell owner of the Raquette River Pub requested permission from the town board that on April 8th, she be able to block a portion of Main St. off to traffic for her patrons to be able to enjoy the Solar Eclipse happening that day. The time requested to block off the bridge portion of Main St. in Colton would be 2pm to 5pm only. Mrs. Mitchell would also like to start serving beverages and food outside seasonally. She is requesting that the town board consider a permanent alteration to her liquor license to include outside service of alcoholic drinks.

Motion #5

Ms. Fisher made the motion to allow the bridge portion of Main St. on April 8th, 2024, 2-5pm only, be blocked off to traffic, seconded by Mr. Poste.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

Motion #6

Mr. Poste made the motion, seconded by Mr. Beary, to permanently alter the Raquette River Pub’s liquor license to allow outside service of alcoholic beverages on the sidewalk area for outside dining patrons.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

Mrs. Mitchell spoke on the upcoming Solar Eclipse and the possible influx of visitors/tourists the Town of Colton may see. She called it the “locust effect” where thousands of people come into a small town and consume everything. Residents and businesses need to be aware and take precautions. Councilwoman Lisa Fisher and Town Clerk Jennifer Cole attempted to have a meeting regarding the possibilities involving the upcoming eclipse. Letters were sent to all local businesses that the eclipse may affect and our local fire dept. One resident came to the meeting. The town clerk has been in contact with the SLC Sheriffs Dept., the Colton-Pierrepont School, as well as other municipal clerks. The Town of Colton Highway Superintendent and the Code/Safety Officer are aware of the event and its possibilities.

WINTERFEST 2024 had some unfortunate weather conditions for the weekend but overall, it was still a success. Monies obtained during the Winterfest event for the craft/vendor show are donated to Colton’s local Food Pantry – Kathryn’s Cupboard. Ms. Fisher requested that money previously recorded for this Winterfest in the clerk system be taken out and sent to the SLC Community Development Program for proper distribution for the food pantry.

Motion #7

Mr. Poste made a motion to pay SLC CDP monies collected from the 2024 Winterfest craft/vendor show, seconded by Ms. Fisher.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

**County Legislators Report:** Rick Perkins

At the February 5th SLC Full Board/Organizational Meeting

* We had 30 resolutions.
* We had 19 modifications to the budget.
* We had 4 Agreements/Contracts to be signed.
* We had a resolution authorizing the filling of seven vacancies positions.
* We had a resolution encouraging local governments to protect Agriculture by using solar development mapping tools for decision-making regarding solar development.
* We had a resolution authorizing the creation of a 30-day modification period for the eight-year agriculture district review that will run concurrently with the annual agricultural district review for St. Lawrence County and setting a date for a public hearing.
* We had a resolution urging Governor Hochul and the NYS Legislature to pass Senate bill S1230 and Assembly bill A4552 “An Act to amend the educational law, in relation to adopting the Inter-State Nurse Licensure compact (Part A) and to amend the education law in relation to adopting the advanced practice Registered Nurse Compact (Part B)
* We had a resolution setting a date for a Public Hearing on proposed local law A (no.7) for the year 2024, “rescinding local law no.7 for the year 1994” “Banning dangerous weapons in County owned property and vehicles”.
* We had a resolution requesting a pardon from the planned closure of any prisons in St. Lawrence County and urging Governor Hochul to consider the impact additional prison closures will have on the local economy of the North Country.
* We had a resolution in support of Operation Lone Star and calling on the NYS Governor Kathy Hochul, to render aid to the State of Texas.

**Engineer Report:** Jeff Tubolino

* Transfer Station

 Since the last Town Board meeting the following major items have been completed on the project:

 1. Exterior metal siding.

 2. Interior electrical panels.

 3. Interior and exterior lighting.

 There are some items for discussion on the attached updated Project Budget.

**Town of Colton -Transfer Station Improvements**

**Project Budget 2/21/2024**

Project Component Budget Projected To Date:

Engineering (Basic Services and Compactor Procurement Documents): $97,000.00

Engineering (Additional Services):

* Topographical Survey (complete) $4,693.00
* Geotechnical Engineering Report (complete) $4,635.00
* Special Inspection Contract Assistance (complete) $750.00
* Special Inspections (Atlantic Testing has provided a proposal for this) $9,616.69
* SEQR (complete) $3,305.00
* Part Time Inspection (current Contract Amount) $5,000.00
* Engineering Subtotal $124,999.69

Construction Cost (based on Executed Contracts):

* Waste-Stream, Inc. - Supply, Delivery, and Installation of 4 Stationary Compactors $140,390.00
* Whitton Construction - Contract #1 - General Construction $915,000.00 includes $50k allowance
* S&L Electric - Contract #2 - Electrical Construction $144,000.00 includes $25k allowance
* Skelly Contractors - Contract #3 - HVAC Construction $ 65,500.00 includes $10k allowance
* Hyde-Stone - Contract #4 - Plumbing Construction $24,529.00 includes $5k allowance
* Town - Driveway Subbase Material $5,828.21
* Town - Asphalt Paving: Estimated $60,000.00
* Town - Additional Fill for Site: $6,030.00
* GC Exterior Ceiling Metal Facing - Deducted Painting $36,300.00
* EC Remove and Reinstall Exterior Light Fixtures for Metal Facing - Estimated $4,000.00
* Town - Office Furniture - Estimated $5,000.00
* Town - Site Gates - Estimated $12,000.00
* Town - Fencing - Estimated $3,000.00
* Town - Cameras $5,400.00
* GC - Interior Door from Oil Spill to Office - Estimated $4,000.00
* GC - Add Exterior Door to Operator Control Building - Estimated $1,000.00

Construction Subtotal - $1,431,977.21

Total (Engineering and Construction) - $1,556,976.90

Delta Under Budget - $24,851.10

\*\* The above highlighted items were discussed at the board meeting and cut from the budget at the advice of the town engineer and the town code officer.\*\*

Motion #8

Mr. Poste made the motion to have cameras installed at the Transfer Station, seconded by Mr. Beary.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

* Wastewater Treatment Plant Improvements

 The drawings are complete and ready for bidding. We’d like to coordinate the improvements with the

 NYSDEC before bidding.

* Water Treatment Plant

 Instrumentation Improvements: Waiting on pricing for the pump VFDs, well pump controller with alarm

 notification capabilities, flow paced chlorine feed system, flow meter, and online chlorine residual analyzer.

* Pedestrian Improvements

 No updates.

**Dog Warden Report:** Mike Gilbo

Nothing at this time.

**Bookkeeper/Assessor Report:** Shelley Rayner

Nothing at this time.

**BTI Report:** Andrea Malik

* The two new BTI crew members successfully completed the 30-hour BTI training course and passed their exams.
* The mosquito permit application has been submitted to DEC. We are in our last year of our 5-year black fly control permit.
* I just completed landowner notification for new riparian property owners.
* The North American Black Fly Association meeting was interesting and informative. I have a few new ideas for monitoring the river. I will be hosting the meeting here next year, in February, and welcome any ideas and help to make it a successful event for Colton.

**Code Enforcement/DPW Report:** Darren Richards

Transfer Station

We are reporting on the updates on the new building and getting down to punch list allowances that need to be approved for us to move closer to operation. We are currently looking into a possible compost grant to cover equipment and reduce food waste. The national average is 24% of household garbage which is compostable food weights. Our garbage costs on weights for the past two years are 110,000 in weight costs not including hauling. Ideologically, with a successful compost program and a unlikely 100% participation rate we could save the town $24,000.00 each year. That’s a significant savings. I would also like to discuss the used loader the highway is selling on Auction International. I believe it is worth the purchase to keep it in house and used at the transfer for a home base, and put it in service for compost, chips, materials loading for the transfer station, and brush pile. It would be ideal to have a wheel loader in Colton vs. bringing one down from the Highway department.

Motion #9

Mr. Poste made the motion to keep the loader as Town of Colton equipment. Transfer the loader from the Highway Dept. to the DPW Dept. The unfunded balance will pay the highway department $20,200.00 for the cost of this piece of equipment, seconded by Mr. Beary.

Water/Sewer

We have currently accumulated $574,000.00 in grant money and have started to rebuild our wastewater treatment plant and have utilized approximately $112,000.00 of that fund for projects to date. The reporting of these funds are

$144,000.00 from the Federal Government and $400,000.00 from St. Lawrence County both under the umbrella initiative called ARPA. The federal government one needs an update and a SAM.GOV number. Both of which need oversite and administration by the Executive Officer or a designated elected official or a designated consultant. I brought this to the attention of Ron Robert and Steve Knight with the suggestion that we hire a consultant to establish our SAM.GOV number and do some reporting and grant administration. Under consideration from several sources including Jeff Rousel from the Planning Board, we were all in agreement to hire Karen Bage for some grant admin work specifically with ARPA and possibly other grant writing tasks. Karen comes to us with twenty years’ experience writing and administering grants. I propose the ARPA grant work for the initial start can be taken out of our Sewer .2 fund. Where the capital improvements are coming from. Karen’s hourly rate is $75.00 per hour and is currently hired by the planning board to do some comprehensive planning and complete streets work. I am asking to provide the oversite and budget her hours as needed. My primary goal is to establish the SAM.GOV number for the town of Colton and report ARPA funding.

Motion #10

Mr. Poste made the motion, seconded by Ms. Fisher, to hire Ms. Karen Bage as a consultant for the Town of Colton for grant purposes, as needed, at $75.00 per hour.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

Building and Grounds

We have been approached on the potential bridge project on the Morgan Road for foot traffic and a possible riding lawn mower width bridge to the town’s peninsula on the disc golf course. More to come on that possibility. Ice at the rink has been spotty and we have had weather dependent days of operation, but nonetheless a good season so far.

Safety

We are currently looking to put security cameras at Swift field and the Transfer Station. I have included quotes on these two projects. This is service contracts that we currently have fire and security panels with NCC system. They are currently supporting and inspecting all of our systems now and we would like to continue with the same service contract. The transfer station is a closed circuit and Swift is monitored system on site and on Wi-Fi capable. We also have a PERMA site inspection on facilities.

Motion #11

Ms. Fisher made the motion to purchase cameras for the Swift Field pavilion, seconded by Mr. Poste.

Ayes 4

Noes 0

Absent 1 Knight

Motion carried

Code Enforcement Office

I will be in codes class the first week in March. This is a reminder to the board. We have one conditional use permit application, and we are currently working on the Climate Smart and CEC grants for energy reduction initiatives for the water district, the highway barn, and the decorative street lighting district.

**Highway Report:** Kevin Hawley

* Since the last meeting we have been focusing on snow and ice.
* We received the Ventrac sidewalk machine and thus far it is working out perfectly.
* The auctions international sale went well. We netted by my math $58,800. The front-end loader did not bring what I expected, based on past sales of other towns’ similar machines. It closed on $20,200.00. The one item I am not going to sell is a 8'6” stainless steel plow that I bought for my truck. It did not bring nearly enough money, so we’ll keep it and use it on a future truck.
* We had an incident recently. One of my trucks backed into a driveway and struck a bear statue. The owner wants it replaced. I have a quote of $850.00 that the owner gave me for replacement.  I spoke with our insurance agent, there is no deductible on our property damage insurance. This can be covered fully. I would like the board’s permission to order the bear for replacement of the property damaged for the homeowner.

Councilman Kevin Beary motioned for a resolution for the Town to adopt stating “no Town resources can be used to maintain or improve private property only for emergency situations” according to Town Law. No second. Motion denied.

Motion #12

Ms. Fisher made the motion to replace the bear statue accidentally damaged by a town employee, seconded by Mr. Poste.

 Ayes 3 Robert, Fisher, Poste

 Noes 1 Beary

 Absent 1 Knight

 Motion carried

* Requesting permission to move forward with two invoices over my spending limit. Viking/Cives in the amount of $7,140.00 for plow equipment, Milton/Cat in the amount of $2,954.00 for a new computer for the excavator.

Motion #13

Ms. Fisher made the motion for Highway Superintendent K. Hawley to follow through with the Viking/Cives and Milton/Cat purchases for the Colton Highway Dept. necessary equipment and repairs, seconded by Mr. Poste.

 Ayes 4

 Noes 0

 Absent 1 Knight

 Motion carried

* Currently the Highway Dept. has two trucks that are in rough shape. I would like the board’s permission to purchase two decent used trucks.

Motion #14

Mr. Beary made the motion to allow Highway Superintendent K. Hawley to purchase two used trucks for no more than $60,000.00 combined, seconded by Mr. Poste.

 Ayes 3 Beary, Poste, Fisher

 Noes 1 Robert

 Absent 1 Knight

 Motion carried

**Library Report:** Dennis Eickhoff

The construction for the library wall and trim work was advertised for bids. The Town received one bid for the wall restoration from Bonno Builders and one bid for the trim work restoration from From the Heart Cabinetry.

Motion #15

Ms. Fisher made the motion, seconded by Mr. Poste, to approve, and accept both bids for the restoration work at the library.

Ayes 3 Fisher, Robert, Poste

Noes 1 Beary

Absent 1 Knight

Motion carried

Mr. Eickhoff also wanted to remind people of the Senior Citizen coffee hour happening at the library on Friday, February 25th.

**Planning Board Report:** Kirke Perry

The planning Board met on Tuesday, 02/13/2024. We did not have any subdivisions or conditional use applications.

The “walkability” survey is online and working. The Clarkson group that we work with, along with Jeff Rouselle, Jeremy Bronson and Dan Murphy were at the Craft show at the AMVETS to hand out flyers during Winterfest, and we will be putting up flyers around town (both Colton and South Colton) to encourage people to take the survey. Members of the planning board will also be at the transfer station on Saturday, March 2, to hand out flyers. There will also be flyers handed out at the school next week. We have had around 150 responses so far. The survey will continue through March.

Our next meeting will be March 19th

**Town Clerk Report:** Jennifer Cole

* Solar Eclipse 04.08.2024
* Safety Precautions: Port-a-potties? Garbage cans? Public awareness? Public restrooms? Water? First aid? Discussion took place as to timeliness and availability of some things necessary to help with the possibility of large amounts of people.

Motion #16

Mr. Poste made the motion, seconded by Mr. Beary, to order twelve port-a-potties for April 5th – 8th, to be serviced daily.

 Ayes 4

 Noes 0

 Absent 1 Knight

 Motion carried

* We should expect a large influx of people in our community for the eclipse event. We want this to be a fun yet safe event for our little town. I contacted the SLC Sheriffs dept. for guidance. They will be getting back to me once they have more information. The school is possibly planning a half day and considering closing school entirely due to safety concerns. I sent a letter to the fire department to make sure they are aware of the possibility of huge amounts of visitors. I have contacted a few other town clerks to make them aware and to get ideas. Brittney and I sent out letters to local businesses to make them aware of this possibly huge event. A business meeting was planned.
* The Town website has been updated with a message to residents notifying them of the event, posts will be made on the Facebook page closer to the event.
* NYS Archive Grant – “Local Government Records Management Improvement Fund” LGRMIF – I, with help, would like to pursue this grant. Requesting board permission to do so.

Motion #17

Ms. Fisher made the motion to allow Town Clerk Jennifer Cole and Deputy Town Clerk Brittney Gravlin to pursue the NYS Archive LGRMIF grant and move forward with the resolution for the grant, seconded by Mr. Beary.

 Ayes 4

 Noes 0

 Absent 1 Knight

 Motion carried

**Resolution #03-2024 Local Government Records Management Improvement Fund (LGRMIF)**

**Resolution**#**3-2024: Approve the Grant Application for NYS Local Government Records Management Improvement Fund**

**WHERE AS**, the New York State Archives in cooperation with the New York Department of State has made grant funds available in 2024 through the NYS Local Government Records Management Improvement Fund, which provides grant funds to local governments in order to assist with establishing records management programs or developing new program components

**WHERE AS,** the Town of Colton and the Town of Pierrepont are eligible for a shared services grant due to being municipalities within NYS, having a Records Management Officer (RMO) appointed, and adopting the State Archives LGS-1 records retention and disposition schedule.

**WHERE AS**, the Town of Colton, with the Town of Pierrepont, intends to submit a grant application for funding in an amount not to exceed $150,000 for a shared services grant.

**THEREFORE, BE IT RESOLVED,** the Colton and Pierrepont Town Boards hereby authorize the submission of a grant application on behalf of the Town of Colton and the Town of Pierrepont, to request State funding for the purposes of establishing town-wide records management programs in order to support Town operations and resident records most effectively.

**BE IT FURTHER RESOLVED,** that if awarded, the Town Supervisor of the Town of Colton is hereby authorized to execute all necessary documents relating to the NYS Archives Local Government Records Management Improvement Fund.

* Compiling application documents currently.
* Requirements:
* Appoint a Records Management Officer for this grant

Motion #18

Mr. Poste made the motion, seconded by Ms. Fisher, to appoint Brittney Gravlin as the RMO for the NYS LGRMIF grant at the rate of $20.00 per hour paid by the grant.

 Ayes 4

 Noes 0

 Absent 1 Knight

 Motion carried

* Adopt State Archives Retention Schedule

Motion #19

Mr. Beary made the motion to adopt the revised 2020 version of the NYS Retention Schedule (last revised in May of 2023), seconded by Mr. Poste.

 Ayes 4

 Noes 0

 Absent 1 Knight

 Motion carried

* Brittney and I will be attending three different training webinars on behalf of the Clerk’s Office in support of this grant.
* Tax Collection
* We have processed approximately 1,628 payments for approximately $4M.
* FOIL Officer Update
* Since 01.01.2024, 11 requests have been submitted. Of those 11, 1 is currently open.

**Unfinished Business:**

* Town of Colton Physician – none needed.
* Tank Safe Insurance – none needed.
* Union Contract – meeting March 6th at 11am with union attorney

Discussion on BTI wages for first year employees, second year employees etc. Subject tabled until full board could be present.

* Paul family land transfer – reapproval

Motion #20

Ms. Fisher made the motion, seconded by Mr. Poste, to reapprove the resolution to be used in affiliation with the land transfer agreement with the Paul family.

 Ayes 4

 Noes 0

 Absent 1 Knight

 Motion carried

**New Business:**

* Appointment of ZBA Alternate – James Bickford 3 – Robert, Fisher, Poste

 Mary Jane Watson 1 – Beary

 James Bickford is first choice alternate for the Zoning Board of Appeals, Mary Jane Watson is the secondary choice.

* Councilman Beary suggested an independent auditor for the 2024 fiscal year. The remaining board members requested the subject be tabled for when Councilman Knight could be present.
* Karen Bage spoke on the upcoming composting grant. Possibilities for other municipalities to work with Colton on this. Looking for board endorsement in favor of the community having composting program at the transfer station. Suggestion on a rodent free drum/compost station. Proposal of a resolution for this grant.

Motion #21

Ms. Fisher made the motion, seconded by Mr. Beary, to allow DPW Superintendent Darren Richards apply for the composting grant.

 Ayes 4

 Noes 0

 Absent 1 Knight

 Motion carried

**Adjournment:**

 Motion #22

With no further business to discuss, Ms. Fisher made a motion to close the regular monthly meeting at 8:20pm, seconded by Mr. Beary.

 Ayes 4

 Noes 0

 Absent 1 Knight

 Motion carried

Meeting minutes get approved at the following/next month’s town board meeting.

Meeting minutes by Colton Town Clerk Jennifer Cole.