**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’ – absent Jacob Poste

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

Jennifer Cole, Town Clerk Kevin Beary

Meeting attendees: Shelley Rayner, Kirke Perry, Jeff Tubolino, Mary Rutley, Margaret Zappia, Rick Perkins, Grace Hawley, Jacqueline Johnson, Andrea Malik, Brittney Gravlin, Holly Sharlow, Nancy Robert, Linda Shaver

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

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

Motion #1

**Adopt the agenda for this meeting**

Motion made by Ms. Fisher, seconded by Mr. Knight, to adopt the agenda for this meeting.

Ayes 5

Noes 0

Motion carried

Motion #2

**Approve October 2023 Regular Town Board Meeting Minutes, Budget Workshop minutes and Nov. 1 Public Hearing minutes:**

Motion made by Mr. Poste, seconded by Mr. Knight, to approve the minutes from the October 2023 regular monthly meeting.

Ayes 5

Noes 0

Motion carried

Motion #3

Motion made by Mr. Knight, seconded by Mr. Poste, to approve the minutes from the October 26, 2023, budget workshop meeting.

Ayes 5

Noes 0

Motion carried

Motion #4

Motion made by Ms. Fisher, seconded by Mr. Poste, to approve the minutes from the November 1, 2023, Public Hearing regarding the final 2024 budget for the Town of Colton

Ayes 5

Noes 0

Motion carried

Motion #5

**Authorize Bank Recon, Transfers, & Bills in Warrant #11, 2023**

Motion made by Mr. Knight, seconded by Mr. Poste to authorize payment of bills labeled Warrant #11, do a budget amendment and a transfer as indicated below.

Question from Ms. Fisher about the rugs used in the Town Hall. Would it be more cost effective if we purchased our own rugs and a rug cleaner/shampooer? Currently paying over $1,200 yearly to have them serviced by an outside company. Table this discussion until next meeting.

Question from Mr. Beary on a Blue Line Engineering invoice for pedestrian improvements. Mr. Beary asked which pedestrian project this was regarding. Code Enf. Officer D. Richards and Town Engineer J. Tubolino provided an answer.

Ayes 5

Noes 0

Motion carried

NOVEMBER:

General Fund…………………………………………………………………………$144,429.95

Highway Fund……………………………………………………………………….… 49,783.39

Library Fund…………………………………………………………………………… 1,603.99

Colton Light Dist………………………………………………………………………. 868.75

S. Colton Light Dist……………………………………………………………………. 812.07

Sewer Fund #1………………………………………………………………………….29,855.68

Water Fund #1…………………………………………………………………………. 2,476.58

DECEMBER:

General Fund………………………………………………………………………… $62,938.54

Highway Fund………………………………………………………………………… 48,148.99

Library Fund…………………………………………………………………………… 5,015.52

Sewer Fund #1…………………………………………………………………………. 5,140.91

Water Fund #1…………………………………………………………………………. 5,193.08

TRANSFERS:

General Fund – A1110.4 Town Justice Contr………………………………………….…….$3,000.00

A1420.41 Attorney Contr…………………………………………….……… 500.00

A1490.12 Public Works Sec…………………………………………………2,500.00

A1620.4 Buildings Contr…………………………………………………...20,000.00

A1620.11 Summer Help P.S…………………………………………………5,800.00

A5132.4 Garage Contr………………………………………………………..1,000.00

*Cont’ transfers:*

A7140.4 Recreation Contr……………………………………………………2,500.00

A8160.4 Transfer Station Contr………………………………………………2,500.00

A599 Fund Bal………………………………………………………………20,800.00

A7450.4 Museum Contr……………………………………………………..18,000.00

A8020.41 Planning Contr………………………………………….………….1,500.00

A9010.8 State Retirement………………………………………………...…18,000.00

ARPA - A4089 Federal Aid…………………………………………….…..……………….$18,000.00

A9901.9 Interfund Transfer………………………………………………………….18,000.00

Highway – DA5110.1 Road Maint. P.S.…………………………………………………….$29,263.28

DA5142.1 Snow P.S………………………………………………….…………..10,000.00

DA9010.8 State Retirement………………………………………………………10,000.00

DA599 Fund Balance………………………………………………………………9,500.00

Sewer Fund ARPA SS5031 Interfund Transfer……………………………………………..$18,000.00

SS8110.2 Sewer Equip………………………………………….……….18,000.00

**Courtesy of the Floor:**

Mary Rutley stated that the oldest Colton citizen Anna Burkhead has passed away. She was 104 years old. Ms. Rutley also spoke of concern of lack of lighting at the Community Center on Sugar Bush Lane in S. Colton. She feels a streetlight or motion light is needed for safety. Ms. Rutley also voiced concern over the sidewalk on the bridge on Rt. 56 in S. Colton. Years of snowmobiling, plowing and regular foot traffic has done damage. Ms. Rutley asked what kind of trees replaced the poplars that were cut down at Sunday Rock. The new trees are in the maple family, Autumn Blaze.

Jacqueline Johnson stated that “after listening to the response given, please don’t snap at them”.

**County Legislators Report:** Rick Perkins

Mr. Perkins first wanted to congratulate Ms. Lisa Fisher and Mr. Stephen Knight on their wins from the most recent election.

At the November 6th Full Board Meeting:

We had 33 resolutions.

We had 10 modifications to the budget.

We had 9 Agreements/ Contracts to be signed.

We had a resolution authorizing the filling of 12 vacancies positions.

We had a resolution requesting Governor Hochul to sign Senate Bill A.5942A, amending the County Law in relation to the Next-Generation 911 system, an Emergency Services internet protocol network.

We had a resolution recognizing October as national breast awareness month.

We had a resolution Honoring the Heuvelton, Lisbon and Morristown Volunteer Fire Departments for rendering mutual aid to the County of Jefferson and commending all County fire departments and rescue agencies for answering the call for mutual aid.

We had a resolution adopting an Intersection evaluation policy for St Lawrence County.

We had a resolution authorizing the services of Simmons Hanly Conroy, LLC to assist the County attorney with an investigation and possible litigation against manufacturers of Insulin and Pharmacy benefit managers related to Insulin price gouging.

We had a resolution setting a date for a public hearing on proposed local law B for the year 2023 “setting policy on acquisition and sale of tax delinquent property in St Lawrence County”.

We had a resolution setting a date for a public hearing on proposed local law C for the year 2023, Amending local law 3 for the year 1993,” the St Lawrence County installment payment of the Town, County and School real property tax law”.

We had a resolution authorizing the transfer of appointing authority of the clerical titles from the department of social services legal unit to the office of the county attorney.

We had a resolution requesting assistance of the Connectall office, Public Service Commission, and Federal Communications commission in dealing the uncertainty of planning for Broadband with and around Frontier Communications Service area.

We had a resolution calling on the Adirondack Park Agency to update its telecommunications policy.

We had a resolution setting a date for a public hearing on proposed local law D for the year 2023 “Tax Cap Override for FY 2024”.

We had a resolution designating The St Lawrence County Chamber of Commerce as the St Lawrence County Tourism promotion agency.

We had a resolution proclaiming November as Epilepsy Awareness month in St Lawrence County.

**Engineer Report:** Jeff Tubolino

Solar Law: The SEQR documentation was published on the Environmental News Bulletin on November 1, 20023. The 30-day public comment period will end on December 1, 2023.

Transfer station: The building wood framing and trusses are well underway. See attached Project Budget update. (If you are interested in viewing the attachment for this project, please see the Town Clerk.) This project is currently more than $50,000.00 under budget.

Wastewater Treatment Plant: As mentioned last month, the Town received a bid from North Sons Construction LLC for $20,800.00. Their bid was negotiated to an amount of $18,000.00. The project was completed on November 10th.

Pedestrian Improvements: No updates.

**Dog Warden Report:** Mike Gilbo

Supervisor Robert received a complaint regarding two dogs in a pen at a private residence. Lots of barking and noise coming from the two dogs during the day. The homeowner and dog warden are aware of this. The homeowner plans to put up a privacy fence so the dogs cannot see out.

**Bookkeeper/Assessor Report:** Shelley Rayner

Bookkeeping:

* Focusing on year end.
* November, typical for this time of year, many lines are being overdrawn. Lots of transfers necessary.
* Budget adjustment needed for A1620.11 in the amount of $1,800.00.

Motion #6

Mr. Knight made the motion to do a budget adjustment for the A1620.11 line in the amount of $1,800.00, seconded by Mr. Poste.

Ayes 5

Noes 0

Motion carried

Assessment:

* nothing new currently.

**BTI Report:** Andrea Malik

* I have identified two prospective BTI crew members that I think will work out well. One was in the US Marines and, impressed me during their 2 ½ hour interview and subsequent time in the field a few days later collecting black fly larvae samples. They also have excellent references. The other is the ‘perfect scenario”, local, just retired from DEC, extremely fit and woods savvy, wants just a part-time job, also with good references.
* I’m still waiting on my previous crew member to confirm, or not, that they will be returning for next season. So still looking for one more crew member just in case. I would like to get the people through all the pre-employment requirements now, rather than just before we start.
* I scheduled the 30-hour training course for Jan 22-25 and am just waiting for confirmation from DEC. I’m currently working on updating the course.
* I have been going to PT twice a week (Back injury from lifting the pressure washer into the town truck when doing the sidewalk) with extensive exercises to also do at home. Each session takes over 2hours. It’s helping immensely!
* I was scheduled to have carpal tunnel surgery in Dec (from the repetitive motion of doing stem injections for invasive species in combination with using pressure washer and hog torch for extended periods of time on the sidewalk work) I’ve been doing my own stretching program, and my hand pain has significantly improved so I’ve postponed my surgery with hopes of never needing to have it.

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

**Transfer Station**

Compactors are now on site and the trusses, and the roof system are currently being constructed. Inspections are going well. Blue Line did a site visit this week; all went smoothly. I met with Tanner Whitton on construction schedule projections. We would like to keep on Cole Blackmer as a temporary, halftime-temporary employee until our crew gets back up to full capacity. We have been utilizing Cole on Transfer Station Days so we can continue with our upgrades at the sewer plant and valuable winter preparation. We anticipate the beginning of December to have all our crew back.

Motion #7

Mr. Knight made the motion to extend the summer help, 20 hours per week max, until the full-time DPW employee can come back to work, seconded by Mr. Poste.

Ayes 5

Noes 0

Motion carried

**Water/Sewer**

We received our first reimbursement on our WWTP upgrades. A check for $41,848.00 was received this week for our work at the plant this summer. We received a complaint about the waste-water treatment plant on harmonics with sound due to the blowers synchronizing. It isn’t detectable to the everyday person but can affect those suffering from long term aviation and navel sound exposure apparently. We used an infra-sound meter to try and eliminate the conflicting harmonics working against each other. We determined much of this is coming from a jointly use air intake to the blowers. Isolating the blowers to individual air intakes might increase efficiency and decrease harmonic disruptions. Blue Line is looking into this as a possible add-on to our air diffuser problem. The concrete floor turned out great. Our crew is putting the building back together now, moving stuff in and reinstalling ramps and stairs back in.

**Building and Grounds**

Winter preparation is almost complete. All our benches are nearly stained for next year and put away, mowers are winterized, snowblower attached, plows harnessed in barn, sander re-installed. Swift field was plugged \ aerated and peat moss dragged into the holes.

**Safety**

Fire panels and fire extinguishers having been inspected with panels getting fresh batteries and the extinguishers being recharged or replaced. New regulations on Drug and Alcohol reporting with CDL Clearinghouse new protocol coming

*Cont’ Code Enf/DPW/Safety report:*

down the pike. The new floor at the sewer plant offers a great deal of safety upgrade with a better walking environment to washable decks for pathogen protection.

**Code Enforcement Office**

84 building permits this year. Nothing this month for Planning Board permit-wise. ZBA has one application to consider this month. Putting in reservations to Code Enforcement conference for March 2024.

**Highway Report:** Kevin Hawley

* Since the last meeting we have finished our winter’s sand pile.
* All of trucks are fully set up for snow and ice season. We have already been out twice.
* One of the trucks underwent a major hydraulic pump replacement. The style pump that came with it is no longer available.  We had to convert from an air activated power take off to an electric one. This work was done by our crew and is completed.
* My CHIPs report has been filed with D.O.T. we can expect payment mid to late December.

**Library Report:** Dennis Eickhoff

Mr. Eickhoff wanted to thank the Town Board for working with the Library Board on the budget.

Library board member E. Menz is currently working on a letter for the wall replacement.

**Planning Board Report:** Kirke Perry

* The planning board met on 11/14. There were not any subdivision or conditional use applications. We discussed an area variance application being considered by the ZBA.
* The comprehensive plan group met with representatives from Clarkson. There should be a draft of a public survey ready in December. We will also find out in December if we have gotten the grant we have applied for, and Jeff Rousell has is working on another grant application from the DEC.
* The solar law SEQR review process should be done later this month, and the board will be able to have a public hearing in December and send the law to New York State.

Public Hearing date set for December 13th, 2023, at 5:45pm. Location Colton Town Hall, 94 Main St. Colton NY.

**Zoning Board of Appeals:** Cynthia Hennessy

Mrs. Hennessy is requesting the town board adopt a local law allowing alternates on the ZBA board. The ZBA has a board of five members. Having an alternate as an option makes voting much easier. Discussion of a resolution or local law? Town to put together a local law, provide it to the Town Board at the December town board meeting. Public Hearing to be scheduled in January of 2024.

**Town Clerk Report:** Jennifer Cole

* I forwarded the SLC FOIL Policy to all board members on October 26th. Has anyone been able to review it to consider if the Town of Colton should adopt such a policy due to the high volume of FOIL requests and FOIL appeals?

Motion #8

Mr. Poste made the motion to have the Town of Colton adopt a FOIL Policy, seconded by Ms. Fisher.

Ayes 5

Noes 0

Motion carried

* Update/decision on FOIL Appeal Officer? Thus far we have two nominees – Councilman Stephen Knight and Councilman Kevin Beary. Councilman K. Beary declined the nomination. Councilman S. Knight stated that he would take the job if no one else wanted it.

Motion #9

Ms. Fisher made the motion to appoint Councilman Stephen Knight as the Town of Colton FOIL Appeal Officer, seconded by Mr. Poste.

Ayes 4

Noes 0

Abstain 1 - Knight

Motion carried

* Donna’s letter of resignation as Deputy Clerk & Keyboard Specialist for the Supervisor received on 10/19/2023.
* Confirm 2024 Town Board meetings will continue to be held on the third Wednesday of each month at 6pm, except for December which will be held the second Wednesday. Any special meetings will be advertised accordingly. This information will be advertised in December 2023 for the 2024 year. This is a town law requirement.
* 2024 Insurance renewal – Ronnie, Darren and I met with Mike Hutcherson of NFP yesterday, 11/14/2023, to discuss Colton’s insurance policy for 2024. This information was forwarded to the board in an email on Monday, 11/13/2023.
* Brittney, my new deputy clerk, is doing a fantastic job. She is a quick learner, isn’t afraid to ask questions, and does all she can to help solve any issues that may arise in the office. Brittney has already proven herself in one of our most recent meetings as an excellent researcher and problem solver. I am very happy with all the work she has put in thus far and feel confident that she could handle the clerk’s office if I needed to be out due to a prior engagement or illness.

**Correspondence:**

* Thank you card from D. Seymour – Blacktop of Green Point Rd.
* Thank you email from Sam Swift Harrison – Sunday Rock tree removal and replacement trees.

*Dear Members of the Colton Town Board:  
I wanted to express my appreciation to Supervisor Robert, The Town Board, and especially to Darren Richards and Kevin Hawley for the assistance they have provided our family in caring for Sunday Rock Park. It has special meaning to myself and the Thomas and Swift families. We love the Park and enjoy maintaining it in as attractive an appearance as possible. We have enjoyed the support the Town has given us.  
We understand that, though unfortunate, the removal of the old poplars that provided shade was necessary to maintain a safe park for the public. The Town did an excellent job cleaning up after the tree removal and removing the remaining stumps. The new autumn blaze maples that were planted will be spectacular in just a few years and will be a stunning addition to the park as their leaves will turn a vibrant red-orange in the fall.  
I’m not sure how many Coltonians are aware, 2025 will be the 100th anniversary of the first move of Sunday Rock and its preservation. To make way for Route 56, the Boulder was going to be demolished. Sunday Rock Association was formed and in 1925 Joe Grew from Potsdam and his crew were called in to save Sunday Rock. Perhaps a celebration of that milestone could be the theme of, or a feature at, the 2025 Colton Days.  
Colton is a special place, thanks in large part to the people who live here. It will always be home to me. Although I reside in Stowe, Vt., I enjoy volunteering here and I appreciate your allowing me to be part of the preservation network of Sunday Rock.  
Sincerely,  
Sam Swift Harrison*

**Unfinished Business:**

* FOIL appeal officer – appoint – discussed and motioned previously in this meeting.
* Municipal Law for purchases/donations for/to entities, corporations etc.: i.e., fire department/ambulance

***Associations of Towns Town Law Manual: §9-3. Fire Protection Districts., section B3. A town board may not purchase or authorize the purchase of equipment or apparatus for the fire departments contracting to furnish services in the fire protection district, although the town has broad powers to aid the district in natural disaster cases.***

**New Business:**

**Announcements:**

**Adjournment:**

Motion #10

With no further business to discuss Mr. Knight made a motion to close the regular monthly meeting at 7:10pm, seconded by Mr. Poste.

Ayes 5

Noes 0

Motion carried

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

Meeting minutes by Colton Town Clerk Jennifer Cole