

Town of Indian Lake water and wastewater report

For November 2014

Samples were submitted to the lab in Glens Falls.

Test were done at all plants daily.

The right train at the sewer plant was pumped over to the left train, so the right train could be cleaned out, and the left train put into service.

Iron and Manganese sludge was pumped out of the Indian Lake water plant and hauled to the drying bed at the sewer plant.

The right train at the sewer plant was cleaned out and the sludge was hauled away.

A service line was fixed for Jim Flatt and Cal Stanton on Crow Hill Rd.

The backhoe was cleaned, greased, and the windows were all silicone in place.

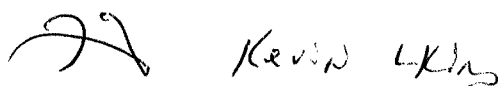
Our GMC had the oil changed and the tires rotated.

A leak was fixed on Bennett Rd by Merwins trailer park, and a curbstop was replaced at the end of Bennett Rd.

A curbstop was fixed on Adirondack Lk Rd at Greg Puterkos old house.

A leak was fixed at Patsy Calahans on Abanakee Lk Rd.

Thank-you

A handwritten signature in black ink, appearing to read "Kevin King". The signature is stylized with a large, looping initial "K".

Kevin King/water and wastewater superintendent

Parks & Rec

During the month of November the Parks and Recreation Department perform the following duties.

The restocking and garbage runs from the Blue Mountain Lake bathroom, mini park, Byron Park, Ski Hut and Townhall. Shoveling and salting of all walks , plowing of the Indian Lake Transfer Site and Ski Hut rd.

Turn the water off and winterized the back bathroom at Byron park. Took care of picnic tables, large Adirondack chairs and cleaned up after the Halloween party. Took flower barrels to pavilion for storage.

Fixed emergency lights at health center , worked on health center heating, changed lights in office, fixed toilet , worked on and changed lights on building.

Fixed heating problem at library, and leak over front window.

Met with Nancy Harding and selected a tree for the mini park . Put tree up in mini park , put up Country Christmas tour signs and banners took them down after the weekend was over.

Pesticide meeting in Inlet regarding changes in paperwork and filing for your BTI permit application.

Started painting new signs for Ski Hut and skating rink. Built and painted new sideboards for dump truck.

Finished working with excavator on the headquarters trail, brought out of woods and brought down to town for service. Welded and fixed bucket on the excavator, greased excavator and fixed broken air filter.

Serviced many vehicles this month, first servicing of the piston bully done with technician from Mohawk. Worked on Polaris six wheeler, skidoo snowmobiles Town van and both Chevy pickups .

Sent from my iPhone

A handwritten signature in black ink, appearing to read "Bill Dea", followed by a horizontal line.

Month of November 2014
Mechanic's Report
Reported by Bill Wells

Side boards #186

Welded muffler for Parks & Rec. 6 wheeler

Replaced extension ram for #189 and made hoses for it

Changed head lamp

Full service done, and plow and wing put on for #185

Full service done on #186 dump truck

Full service done plus put plow and sander on

Put plow on, made up new hoses and did sidewalks several times on 3320 tractor

Plow parking lots with #181 and removed sander chain

Removed front wing ram to repair on #186

TOWN OF INDIAN LAKE HIGHWAY DEPARTMENT

DECEMBER 2014

Several snowstorms have happened in the last month as well a one freezing rainstorm.

All roads were plowed and sanded as necessary.

Holes in chip seal were patched on Cedar River and Chain Lakes Road.

Trees were cleared from the road after two heavy windstorms.

All trucks have had plow equipment installed.

Men have been using their vacation time so we have been short handed most off the month.

A trip to Harrisville (Viking Plow Equipment) was made to go over the control locations on our new tandem plow truck. It should be done sometime in January.

Thank you

Jamie Roblee

Town Highway Superintendent

Events/Activities Report
Indian Lake Town Board
December 8, 2014
Reported by Vonnie Liddle

- Nov. 3** Cleaned up after Halloween Festival. Packed up decorations and took them to the shed.
- Nov. 6** Attended budget hearing.
- Nov. 10** Attended town board meeting.
- Nov. 12** Worked on yearly letter. Registered ice fishing derby participants. Printed CCT programs for the library. Worked on 'Adirondack 102 Club' book stamping. Worked on Oak Mountains Ski Lessons program.
- Nov. 13** Attended Hamilton County Youth Board meeting in Lake Pleasant. Updated/created 2015 Winterfest/SnoCade ad.
- Nov. 14** Worked on yearly letter. Worked on Halloween thank you's.
- Nov. 17** Updated events to the chamber's webpage. Updated Winterfest/SnoCade ad and St. Patrick's ads for the 2014-2015 In the Snow publications and submitted. Mailed Halloween thank you's. Pre-meeting with ROOST. Attended tourism destination workbook presentation at the theater.
- Nov. 18** Worked on yearly calendar.
- Nov. 19** Worked on yearly calendar. Worked on Oak Mountain Ski program.
- Nov. 20** Worked on yearly calendar. Attended ILCS PTSO meeting.
- Nov. 21** Printed letters for yearly calendar and started folding. Worked on Oak Mountain Ski program.
- Nov. 24** Worked on December's community calendars. Folded more yearly letters.
- Nov. 25** Decorated the town tree with Parks & Rec. Decorated the town hall. Folded more yearly letters.
- Nov. 26** Finished December community calendars. Printed, folded and submitted to newspapers. Printed Pictures for the supervisor. Plugged in the town tree for the CCT weekend.
- Dec. 1** Registered participants for the planning/zoning seminar. Registered ice fishing derby participants. Worked on yearly calendar and mailing. Attended SnoCade meeting.
- Dec. 2** Registered participants for the planning/zoning seminar. Prepared parade permits to be filed with NYS DOT. Started printing yearly calendars.
- Dec. 3** Finished printing yearly calendars and folded. Delivered community calendars. Submitted parade Permits. Ordered fireworks for 2015. Wrote town board report.

Daily – Checked and responded to emails and phone messages. Checked and posted on Facebook.

UPCOMING EVENTS: DECEMBER 14 MAKING MEMORIES WITH SANTA AND MRS. CLAUS – INDIAN LAKE THEATER. JANUARY 17 ANNUAL CENTRAL ADIRONDACK ICE FISHING DERBY – LAKE ADIRONDACK.



TOWN OF INDIAN LAKE

P.O. Box 730 Pelon Road
Indian Lake, Hamilton County
New York 12842
Phone: (518) 648-5885
Fax: (518) 648-6227

Annual Audit of Account

Town Clerk's Water Bills Account

I, Brian E Wells, Supervisor of the Town of Indian Lake, due hereby attest that I have checked and Audited the Town Clerk's bank account, Receipt Book and transactions, on November 24, 2014.

I attest to the fact that all documents, transactions, receipts and deposits are up to date, well maintained and accounted for.

Signature: Brian E Wells

Town of Indian Lake Supervisor

Dear Brian and the town
board,

Dec 2, 2014

On behalf of the Country Christmas
Tour Steering Committee, I'd like to
thank the town for your support
during this event.

Sincerely,

Nancy Harding
Chair

AGREEMENT FOR SERVICES

THIS AGREEMENT, effective January 1, 2015 is between the Town Board of the Town of Indian Lake, Hamilton County, New York (Town) and the Indian Lake Chamber of Commerce (Chamber).

WITNESSETH:

WHEREAS the Town is to a significant degree financially dependent upon a healthy tourism industry and the creation and retention of other businesses within the Town and in the immediately adjoining region; and

WHEREAS the Town believes that it is in the interests of all of the citizens of the Town to have a region wide approach to promoting tourism and business development; and

WHEREAS it is within the corporate purposes of the Chamber to promote tourism and business development; and

WHEREAS the Town wishes to contract with the Chamber to provide services designed to promote tourism and business development; and

WHEREAS both parties are authorized to contract for such services, which the Town has determined are professional in nature, though based in contract, and therefore do not require public bidding;

NOW THEREFORE, in consideration of the mutual promises and consideration set forth herein, the parties agree as follow:

- 1.) The Town agrees to pay the Chamber the annual sum of \$20,000.00 in quarterly installments beginning January 1, 2015. The Chamber shall submit vouchers in the customary form to the Town on a quarterly basis for payment.
- 2.) The Town shall name the Chamber, its Directors, Officers and Employees and Members as an additional insured on Town Insurance Policies which provide the Town coverage for sponsored events.
- 3.) The Chamber shall name the Town, its Officers and Employees as an additional insured on all Chamber Insurance Policies which provide coverage for all sponsored events.
- 4.) The Chamber shall deliver a quarterly report of operations to the Town consisting of activities of the prior quarter and planned activities of the next quarter. On or before August 31st of each year, the Chamber shall provide a statement of services provided in the past year, inclusive of anticipated revenues, specifying administrative and related costs for sponsored events and promotional services.
- 5.) This agreement shall be effective as of the date first written above unless terminated by either party by notice in writing not less than sixty (60) days prior to the Town's annual budget hearing.

IN WITNESS WHEREOF, the parties have duly executed and delivered this Agreement the day and year first written above.

Supervisor Brian E. Wells – Supervisor of the Town of Indian Lake

Date: _____

President of the Chamber of Commerce

Date: _____



TOWN OF INDIAN LAKE

P.O. Box 730 Pelon Road
Indian Lake, Hamilton County
New York 12842
Phone: (518) 648-5885
Fax: (518) 648-6227

EQUIPMENT MANAGEMENT/DISPOSAL/TRANSFER/POLICY **TOWN OF INDIAN LAKE**

Responsible Officer's: Highway Supervisor, Department Head of Park's and Rec., Department Head of Water and Sewer, Town Clerk, Budget Officer, Assessor, Activities Coordinator and Town Supervisor.

Policy/Procedure: All Responsible Officers within their Department will, on an annual basis produce and file with the Town Clerk an updated Inventory List of all Equipment, Supplies, Tools, Computers, Software CD's and all Machinery within their Department.

When such Equipment, Supplies, Tools, Computers, Software and Machinery are of no use/obsolete or deemed unfit the Responsible Officer will update their Inventory List accordingly and refile the list with the Town Clerk along with a disposal/transfer form with the Officers signature, date and method of disposing/transferring.

Protocol: Section # 1. Computers/Software:

Procedure: The disposal of all electronic equipment and software must be disposed of in an appropriate manner in terms of confidentiality and environmental waste regulations. The scope of this document continued operational use.

Based on an assessment of the equipment/media and/or software by the Responsible Officer, the following options are permitted:

1. Salvage: any hardware that can no longer be used, but has useful parts, may be salvaged for its parts.
2. Disposal: Electronic equipment/media and/or software not salvageable must be disposed of. Donation or sale of these types of products that are deemed unfit for continued operational use is prohibited. Disposal of this equipment must be done in accordance with local recycling methods.
3. Equipment must be erased and physically destroyed in a way that would make it impossible for anyone to retrieve information from the equipment. Internal components must be rendered unusable.
4. Hard Drives must be physically dismantled and destroyed to make it impossible for anyone to retrieve information from it.

5. Media software must be cut/broken – physically destroyed in a way that would make it impossible for anyone to retrieve information from the disc.
6. Tapes must be opened and the tape pulled out and cut up.
7. Thumb drives must be physically dismantled and destroyed. The case must be opened and the internal components rendered unusable.
8. Upon disposal, a record of the disposal must be tracked and documented using the disposal/transfer form and filed with the Town Clerk.

Protocol Section# 2 – Machinery and Large Equipment

Disposal of Equipment/Machinery Procedure

When Equipment/Machinery is no longer useful to a Department, it should be disposed. The disposal process involves both disposing of the unneeded Equipment and updating the Equipment record to reflect it has been disposed of regardless of the value of the Equipment and a copy given to the Town Clerk. No Equipment \$500.00 or more shall be disposed of without prior approval from the Town Board

Equipment/Machinery Transfer Procedure

Equipment/Machinery can be transferred to another Town Department if it is no longer needed by its current Department and can be used by another Department. This type of transfer is called an Interdepartmental Transfer, and it can be done as either a straightforward transfer or as “a sale” from one Department to another. Equipment can also be permanently transferred to another Department as long as all requirements have been met. No Equipment/Machinery may be transferred without prior approval from the Town Board.

Sale of Equipment/Machinery Procedure

Equipment/Machinery no longer needed by the Department may be sold by bidding out the Equipment/Machinery and sold to the highest bidder. Equipment/Machinery may also be sold for parts through the bidding policy and sold to the highest bidder. Bids should be opened and accepted by the Town Board only. Equipment/Machinery may also be sold by Auction per Town Board approval. No Equipment/Machinery may be sold without prior approval from the Town Board.

Corrective Action:

Failure to comply with this policy and its respective procedures may result in corrective action, up to and including termination of employment and/or initiation of appropriate legal action.

APPENDIX- A

1. Clean buildings in morning, prior to working hours, or at night, after working hours.
2. Empty work baskets every other day.
3. Clean and disinfect bathrooms four (4) times a week and as necessary.
4. Clean windows at a minimum of twice yearly.
5. Vacuum carpeting
6. Shampoo rugs at least once (1) yearly.
7. Dust on an as needed basis.
8. Check lights for blown bulbs. Replace when necessary.
9. Be on alert for needed repairs or maintenance items and report them to Bruce Wells in a prompt manner.
10. All entrance doors must be locked after vacating the building.
11. Comply with regulations for garbage/recyclables. Have them out when they are supposed to be picked up, or take them to the landfill.
12. Order all cleaning supplies, paper products and bulbs. If needed immediately charge them to the Town's Account at Pines.
13. Clean foyer, door handles, and door glass as needed.
14. Except during vacation, illness, excused absences, or death of a family member or close friend work shall be done by the cleaner contracted.
15. Mop and wax floors.
16. Refill all paper towels, toilet paper, and soap dispensers.

APPENDIX B

Hudson Headwaters Health Network/Indian Lake Health Center/Cleaning Schedule

Purpose: to maintain the Health Center in a clean, orderly and sanitary condition.

DAILY:

1. Wipe hand prints from walls, cabinets, examining rooms, and clean telephones.
2. Spray and wipe counters and garbage can covers in all rooms and hand labs with blastoff solution.
3. Gather and dispose of all trash.
4. Clean toilets and sinks.
5. Dust and straighten reception room and medical provider's office daily.
6. Dust mop treatment in exam rooms.

WEEKLY:

1. Wet mop floors weekly, or as needed, remove black marks and other stains, clean behind and under furniture, carts, etc....
2. Move lab equipment, clean counters, wipe and dry equipment in lab.
3. Remove jars, books etc. from counters, thoroughly wash all counter areas, wipe and dry canisters and covers.
4. Wash reception desk counters, dust or wipe equipment.

4x A WEEK:

1. Vacuum carpets, or as needed.
2. Wet mop bathroom floors, or more often as needed.

3x A WEEK:

1. Wash interior windows.
2. Wash front entrance door windows, or as needed.

2x A WEEK:

1. Dust and wash light fixtures, door frames and other high places that can be reached only with a ladder.
2. Dust valences and vertical blinds on both sides.
3. High dust walls, ceilings, corners.

4x A YEAR

1. Scrub, strip and wax floors, (with a scrubbing machine).

2x YEAR

1. Wash outside windows (Spring and Fall).
2. Clean curtains and blinds.

AS NEEDED:

1. Move furniture and equipment.
2. Perform all other housekeeping related duties as required.
3. Wash trash containers.

ADIRONDACK LAKES ALLIANCE
REGION D (Fulton and Hamilton Counties)
PISECO COMMON SCHOOL
DECEMBER 5, 2014
10:30 am

WELCOME/INTRODUCTIONS-BRYAN RUDES-Regional Director, Adirondack Lakes Alliance Vice President, Piseco Lake Association	10:30am-10:45am
WELCOMING REMARKS- Bill Farber, Chairman, Hamilton County Board of Supervisors	
ADIRONDACK LAKES ALLIANCE-ED GRIESMER-Executive Director, Adirondack Lakes Alliance President, Loon Lake Park District Association	11:00am-11:15am
Adirondack Park Invasive Plant Program-ERIN VENNIE-VOLLATH-Aquatic Invasives Coordinator Report: "The Actual and Potential Economic Impact of Invasives on in the Adirondack Park" Rapid Response Team Approach when Invasive Identified APIPP As a Resource Program	11: 15am-11:35am
STRATEGIES FOR COMBATING INVASIVES-FRED MONROE, Town of Chester Supervisor/Board of Supervisors/Warren County, Executive Director, Adirondack Review Board A Regional Strategy for Boat Inspection/decontamination programs Town/County Relationships with Lake Associations	11:35am-11:55am
LUNCH -12:12:45	
BOAT INSPECTION PROGRAMS-THE LAKE GEORGE MODEL-DAVE WICK-Executive Director Lake George Park Commission	12:45-1:05
LAKE STEWARDSHIP PROGRAMS-JANE SMITH-Associate Executive Director, Adirondack Lakes Alliance President, ESSLA-Schroon Lake and River	1:05-1:25
WRAP UP Panel-Ed Griesmer-Q and A to Presenters	1:25-1:45