

Agenda

September 8, 2020

Piseco Community Hall

Town of Arietta

- Call to Order
- Roll Call
- Motion to approve minutes for the August 3rd meeting
- Resolutions
 - 20-09-24 Retention / Records
 - 20-09-25 Planning Board Appointment
 - 20-09-26 Transfer

Snowmobile Trails –Grier
Town Buildings and Grounds - Stobo
Internal Management / Insurance,
Recreation, Website & Chamber- C Wilt
Finance / Airport-R. Wilt
Lake / Dam / Invasive/campsite -Rudes

- **New Business**
- **Old Business**
 - 1) Septic Law change
 - 2) Fence at Dam-pending permit requirements
 - 3) Airport Lighting project
 - 4) Airport grubbing project
- Motion to accept the bills
- Motion to accept the financial statement's
- Public Comment
- Designation of next regular Meeting Tuesday October 5th
- **Motion to adjourn**

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Community Hall on 139 Old Piseco Road in the Town of Arietta, Hamilton County, New York on:

September 8, 2020 at 5:00pm

Resolution # 20- 09- 24

Subject: Retention and Disposition Schedule for New York Local Governments Records or LGS-1

Resolution Offered By:

WHEREAS: the Town of Arietta, Town Board will rescind Resolution 20-06-17 Retention and Disposition Schedule for New York Local Governments Records or LGS-1 adopted at the Town Board Meeting on July 20, 2020, passed prematurely before the established effective date, and

WHEREAS: it is necessary for the Town of Arietta, Town Board to revisit the implication of the proposed new LGS-1 Retention and Disposition Schedule, and

WHEREAS: the Town of Arietta adopted Resolution 19G, the Records Retention and Disposition Schedule #MU1 on August 5, 1996 and now the Town of Arietta must adopt the new LGS-1 Retention and Disposition Schedule and it will supersede and replace the present Records Retention and Disposition Schedule #MU1 issued by the State Archives and Records Administration (SARA) and

NOW, THEREFORE BE IT RESOLVED: the Town Board, Town of Arietta will rescind all past Record Retention Schedule Resolutions and adopt the Records Retention and Disposition Schedule LGS-1 issued by the State Archives and Records Administration.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

Jacquelyn Grier _____
Sarah Rudes _____
Douglas Stobo _____
Christy Wilt _____
Richard Wilt _____

NOES:

Jacquelyn Grier _____
Sarah Rudes _____
Douglas Stobo _____
Christy Wilt _____
Richard Wilt _____

ABSENT:

Jacquelyn Grier _____
Sarah Rudes _____
Douglas Stobo _____
Christy Wilt _____
Richard Wilt _____

_____, Town Clerk Date _____ 2020

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Community Hall 139 Old Piseco Road in the Town of Arietta, Hamilton County, New York on:

September 8, at 5:00pm

Resolution # 20 – 09 - 25

Subject: **Appointment Planning Board Member**

Resolution Offered By: _____

WHEREAS: the Town of Arietta, Town Board will reappoint Sheila Crouse to the Arietta Planning Board retroactive as of March 1, 2020 and,

WHEREAS: it is necessary that the Arietta Town Board reappoint Sheila Crouse for a five year term that ends February 28, 2025, and

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does hereby appoint Sheila Crouse to the Arietta Planning Board effective immediately.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

NOES:

AYES:

Jacquelyn Grier _____

Sarah Rudes _____

Douglas Stobo _____

Christy Wilt _____

Richard Wilt _____

NOES:

Jacquelyn Grier _____

Sarah Rudes _____

Douglas Stobo _____

Christy Wilt _____

Richard Wilt _____

ABSENT:

Jacquelyn Grier _____

Sarah Rudes _____

Douglas Stobo _____

Christy Wilt _____

Richard Wilt _____

_____, Town Clerk Date _____ 2020

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Community Hall, 139 Old Piseco Road in the Town of Arietta, Hamilton County, New York on:

September 8, 2020 at 5:00pm

Resolution # 20-09-26

Subject: **Transfer of Funds**

Resolution Offered By: _____

WHEREAS: the Town of Arietta will give the Town Supervisor permission to make the following transfer of money:

General Fund

- \$ 1,500.00 to #A0-1380-400, Fiscal Agent Fee Expense
from #A0-1990-400, Contingent Contractual Expense
- \$ 500.00 to #A0-1670-400, Central Print & Mail Contractual Expense
from #A0-1990-400, Contingent Contractual Expense
- \$ 1,500.00 to #A0-1910-400, Insurance-Unallocated Contractual Expense
from #A0-1990-400, Contingent Contractual Expense
- \$ 9,000.00 to #A0-6410-400, Publicity Contractual Expense
from #A0-1990-400, Contingent Contractual Expense
- \$ 4,100.00 to #A0-1220-200, Supervisor Equipment Expense
from #A0-1990-400, Contingent Contractual Expense
- \$ 2,100.00 to #A0-5670-440, Airport Contractual Expense
from #A0-1990-400, Contingent Contractual Expense
- \$ 3,000.00 to #A0-5670-200, Airport Equipment Expense
from #A0-1990-400, Contingent Contractual Expense

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does approve the above transfers of money.

Seconded by: _____ and put to a vote, which resulted as follows:

AYES:

Jacquelyn Grier _____
 Sarah Rudes _____
 Douglas Stobo _____
 Christy Wilt _____
 Richard Wilt _____

NOES:

Jacquelyn Grier _____
 Sarah Rudes _____
 Douglas Stobo _____
 Christy Wilt _____
 Richard Wilt _____

ABSENT:

Jacquelyn Grier _____
 Sarah Rudes _____
 Douglas Stobo _____
 Christy Wilt _____
 Richard Wilt _____

_____, Town Clerk Date _____ 2020



**Adirondacks Speculator Region
Chamber of Commerce & Information Center**
PO Box 184
Speculator, NY 12164

info@speculatorchamber.com
www.speculatorchamber.com

Ph. 518-548-4521
Fax 518-548-4905

August 31, 2019

Dear Mr. Wilt and Board Members;

Attached please find our 2019 P&L Statement, a summary of the 4th quarter 2019 and the first two quarters of 2020, along with expectations for the 3rd and 4th quarters of 2020 and a brief description of anticipated events for 2021.

Listed below are expenses for which we have no control. This shows the increase in these items from 2017-2020 to be 13.25%. We have made great strides in all areas of operation to minimize spending so we can maximize the services we provide.

We are asking the towns in our area to consider increasing their 2021 grants by the same percentage, 13.25%, so that we can continue to support our region and the businesses without further decreasing expenditures on promotion to cover these 'cost of doing business' expenses.

| EXPENSE | 2017 | 2018 | 2019 | 2020 (Est.) |
|------------------------|--------------------|--------------------|--------------------|--------------------|
| Electric | \$1,282.92 | \$1,293.12 | \$1,265.12 | \$1,450.00 |
| Subscription Services* | \$1,390.08 | \$1,580.40 | \$1,989.87 | \$2,100.00 |
| Phone | \$3,181.32 | \$3,192.64 | \$3,345.13 | \$3,400.00 |
| Insurances | \$1,966.75 | \$1,819.30 | \$2,013.60 | \$2,200.00 |
| Rent | \$6,000.00 | \$6,075.00 | \$6,300.00 | \$6,300.00 |
| Payroll Taxes | \$7,914.50 | \$7,929.82 | \$8,946.79 | \$9,200.00 |
| TOTALS | \$21,735.57 | \$21,890.28 | \$23,860.51 | \$24,650.00 |

*Subscription Services include: Google, QuickBooks, and payroll services

\$2,914.43 increase from 2017-2020=13.25%

Grants from Arietta have remained unchanged during this time period:

Arietta @ \$8,000. 13.25% = \$1,060.00

We are requesting an additional \$1,000.00 from the Town of Arietta for Fiscal Year 2021.

Thank you for your time and consideration in this matter.

Sincerely,

Donna Benkovich,
Director

**Adirondacks Speculator Region
Chamber of Commerce
Profit and Loss
January - December 2019**

| | <u>Total</u> |
|---------------------------------------|---------------------|
| Income | |
| Events | \$ 13,797.54 |
| Grants & Membership Dues | \$ 56,150.00 |
| Membership Dinner | \$ 1,320.00 |
| Snowmobile Map | \$ 3,590.00 |
| Office Income | \$ 2,660.10 |
| Funds for Genevieve Zeiser's Memorial | \$ 2,342.12 |
| Total Income | \$ 79,859.76 |
| Expenses | |
| Advertising | \$ 3,599.13 |
| Dues & Subscriptions | \$ 45.00 |
| Membership Meeting Dinner | \$ 1,433.00 |
| Snowmobile Map Printing | \$ 3,595.32 |
| Event Support | \$ 4,453.44 |
| Insurance | \$ 2,013.59 |
| Professional Fees | \$ 1,454.33 |
| Rent | \$ 6,300.00 |
| Utilities & Operations | \$ 50,752.68 |
| Genevieve Zeiser's Memorial | \$ 2,342.12 |
| Total Expenses | \$ 75,988.61 |
| Net Income | \$ 3,871.15 |

2019-2020 Report to the Airetta Town Board
(10/1/19-6/30/20)

| ACTIVITY | 4th Q 2019 | 1st Q 2020 | 2 nd Q 2020 |
|-----------------------|----------------------|---------------------|------------------------|
| MAILINGS | ~250 | ~150 | ~150 |
| TELEPHONE CALLS | ~200 | ~275 | ~275 |
| EMAILS | ~1000 RECVD/750 SENT | ~900 RECVD/600 SENT | ~1200 RECVD/1000 SENT |
| WEBSITE-Users | 3200 | 2829 | 4611 |
| -New | 2815 | 2674 | 4356 |
| -Total Sessions | 3800 | 3401 | 5679 |
| -Avg Session Duration | 1 min 30 sec | 1 min 47 sec | 1 min 49 sec |
| FACEBOOK-Followers | 8052 | 8181 | 8690 |
| -Posts | 170 | 196 | 254 |
| -Messages | 53 | 21 | 43 |
| INSTAGRAM-Followers | 1030 | 1045 | 1064 |

| ADVERTISING | 4 th Q 2019 | 1 st Q 2020 | 2 nd Q 2020 |
|---------------------------------|--|-----------------------------------|------------------------|
| Hamilton County Express | 1 Veteran's Day, 2 ADK Stroll, 3 Gift Cert's, 1 Holiday Greeting: \$530.90 | 1 snowmobiling: \$62. | 2 Farmers' Mkt: \$111. |
| Adirondack Guides | Winter: \$345.00 | | Summer: \$450.00 |
| Adirondack Life | | 1 ad: \$440.00 | |
| Hiking & Paddling Guides 2020 | | | 1 ad in each: \$566. |
| Facebook Boosts | Bear & Wine Fest: \$25. | | |
| Online | 'ilsnow.com': @250. | | |
| LPCS Drama Club Program | | | \$50.00 |
| Community Pride Day sponsorship | | | \$100.00 |
| Radio Ads-WYVS | 3 +ongoing Calendar of Events: NC | 2 +ongoing Calendar of Events: NC | |
| TOTAL | \$1150.90 | \$502.00 | \$1277. |

4th Quarter 2019:

ROOST Meetings: Attended the October meeting where they presented the final version of the Hamilton County's rebranding. Roll out is expected in early January. We collaborated on their new snowmobile trail app.

Past Q Events:

The 1st Annual Bear & Wine Festival was incredibly successful, and was attended by well over 800 people. The post-event survey to all the vendors yielded positive comments and enthusiasm for next year.

Appreciation Dinner: we coordinated an impromptu dinner at Logan's for all the highway departments and fire departments in our area, along with the Hamilton County Sheriff's office and the Hamilton County Office of Emergency Services for all their efforts during and after the Halloween Storm.

The 11th Annual Adirondack Stroll was very well attended. The Community Tree Lighting saw its largest crowd ever. Most businesses reported robust sales for the day. The Chamber sold over \$4,200.00 in Chamber Gift Certificates, money which will be spent and kept in our region.

Snowmobile Map: we completed, printed and distributed 4,000 copies as planned.

Next Q Events: During the 1st quarter of 2020, we will be promoting all of the winter events in our area, assist with Maple Fest, and prep for the summer season.

1st Q 2020:

ROOST: Ongoing collaboration on their new snowmobile trail app. Attended online meetings and webinars related to COVID-19.

Past Q Events: Promoted all winter activities and events in our Region. Created, planned and instituted the 'Community Skate Lending Program' at the Speculator Ice Rink. Planned and promoted Maple Fest, which was cancelled at the last minute. Planning and prep for the summer. Assisted local businesses in receiving and understanding information related to COVID-19 and PAUSE NY.

Next Q Events: Due to PAUSE NY, at this time we are in a state of limbo. We are trying to plan for the summer, but things remain uncertain. Like everyone else, we await direction. For the month of April we are planning a Facebook campaign called "Chamber Challenge." The annual Member Dinner is on hold. We are planning for Community Pride Day and the Farmers' Market. We are planning new marketing strategies and campaigns to implement once PAUSE NY expires. We remain hopeful for a successful summer.

2nd Q 2020:

Office hours were reduced due to COVID-19 mandates. Office phones were forwarded to private lines when staff was not in the office. Emails, messages and texts were answered promptly via remote devices. Regular office hours resumed in Phase 2 of New York Forward, and the office is also now open Mondays from 10 AM-4 PM for the summer.

During this time, we also attended webinars and teleconferences offered by North Country Chamber of Commerce, ANCA, NYS State Department of Agriculture, and NYS Farmer's Federation also concerning PAUSE NY, COVID-19, marketing strategies, re-opening and the Phases, and managing the Farmers' & Crafters' Market.

ROOST:

Attended online meetings, webinars and teleconference calls related to PAUSE NY, COVID-19, marketing strategies, and re-opening plans. Assisted ROOST in developing an overall marketing plan for the Adirondacks during COVID-19. The Great Adirondack Garage Sale, hosted by ROOST, was postponed from Memorial Day weekend to August.

Past Q Events:

We continued to work with Chamber members and nonmembers in receiving and understanding information related to COVID-19, PAUSE NY, re-opening, the different Phases, and developing and implementing their individual Re-opening Plans.

The Chamber designed, marketed and implemented 3 successful Facebook campaigns during the shut down - 2 for our member restaurants, and 1 called 'Chamber Challenge...Where Is It?'

We organized **Community Pride Day** for the Region.

We successfully opened the **Speculator Farmers' & Crafters' Market** while adhering to the guidelines set forth by NYS Department of Agriculture and guidance issued by the Farmers' Market Federation of New York.

As an integral member of the 4th of July Parade Committee, the Chamber helped to strategize, re-imagine, redesign, develop, plan and gain approval for the **Speculator 4th of July Parade and Celebration** in compliance with COVID-19 guidelines and Hamilton County Department of Public Health's guidance. New events were added and we were instrumental in promoting them for successful outcomes. The Parade Committee also decided that 2020 would be the 'year of giving back' to the loyal supporters of the parade and celebration, and will be giving out Goody Bags to the spectators.

The annual **Chamber Member Dinner** was cancelled due to COVID-19.

Next Q Events:

Plans include Implementing and carrying out the 4th of July Reverse Parade and Celebration, continuing the weekly Farmers' and Crafters' Market, working on summer and fall events, continuing to assist members through PAUSE NY and the re-opening guidance issued by NYS.

3rd & 4th Q 2020:

ROOST:

We continue to work with ROOST in terms of marketing the Region now and developing plans for post-COVID. The Great Adirondack Garage Sale took place the weekend of August 7-9. The Region had no sign ups, but several businesses reported patrons passing through our area on their way to places that had sales. (Side note: the Great Adirondack Garage Sale hosted by ROOST has never seen many sales in our region, as our Community Wide Garage Sale held in September seems to be the preferred event).

Events:

The Speculator 4th of July Parade & Celebration was a huge success, as the committee organized a Reverse Parade, a Boat Parade on Lake Pleasant, and a Ring of Fire on Lake Pleasant. The Reverse Parade saw over 200 vehicles go through, all of which received 'Goody Bags' with candy, toys and gift certificates from local businesses – all paid for by the Committee. Other events throughout the region included the Piseco Fireworks, a Boat Parade on Sacandaga, and the Speculator Fireworks, which we promoted and advertised for through all of our outlets, while being mindful of the state and local guidelines and guidance.

The Speculator Farmers' and Crafters' Market continues to be very well attended and successful. We are averaging ~500 patrons every week. The Market participated in 'Give Back NY,' which was developed by the Farmers Federation of NY. This program encouraged customers to buy a little extra fresh produce from the farmers to increase their sales, and then donate it to a local food pantry. The Loaves & Fishes Food Pantry at the North Country Bible Fellowship was the recipient of many bins full of fresh produce and some shelf-stable donations. We also held the 'Enhanced Farmers Market,' where we invited extra crafters and vendors to attend on August 13th, the usual day of the annual Twigs Craft Fair. We had about 50 vendors attend on that date and the hours were extended to 12-5 PM. Customers and vendors were overwhelmingly supportive and satisfied with the day. We are also a participating market for Hamilton County Healthy Food Connection for senior citizens.

The **Community Wide Garage Sale** is slated for September 18-20th and sign ups have been brisk.

Apple Fest will be held September 26th, and we've been helping the Historical Society with planning and implementation this year.

We plan on designing and printing the **Snowmobile Map** for this coming season.

The **Adirondack Holiday Stroll** will be November 27th, the day after Thanksgiving. We are looking to add to it this year.

Events that were planned for and cancelled in 2020:

Maple Fest, Chamber Member Dinner, Shakespeare in the Park, Touch-A-Truck, Art Show, Lane 10k & Walk for Alzheimer's, and the 2nd Annual Bear & Wine Festival.

Plans for 2021:

In addition to resuming all of our annual events, ideas for 2021 include a winter/Feb Fest event, re-establishing the flower barrel program in the business district of Speculator, bringing the Touch-A-Truck event to fruition, and putting together a golf tournament.

We remain committed to making our region a better place to work, live and play.