

DRAFT

INLET TOWN BOARD AGENDA

TUESDAY January 14th 2020

6:30 P.M. - Highway, General, Sewer, Bill review – Town updates

7:30 P.M. - Call Regular Meeting to order

Pledge of Allegiance

Minute's Review – 12/10/18 meeting & 1/7/2020 organizational meeting

See attached pages 2 - 11

Public Comment–

Communications -Tower lease with Funk possibly made with I.V.E.S. instead of Town

CAP-21-High speed internet access issue

Assessor/Codes, Parks/Building/Information

See attached pages 12 – 16

Highway Department –

Transfer/Recycling Winter Hours 8-12 ,1-7 3 days a week - Closed : Tuesday & Wednesday & Friday

Town Clerk Report – Rental & revenue reports

Supervisors Report – Audit of the supervisors books to be set for next month's meeting

– Issues with non-factual social media postings

Trails – Snowmobile trails open where depth of snow allows, ski trails are groomed with the exception of the Golf course

– “Black Fly MTB Park” plan for mountain biking in Fern Park and surrounding area

See attached pages 17 - 23

Public Comment –

Executive Session – None

Audit Bills - Highway, General & Sewer

Next Regular Meeting– 2-11-19 - 6:30 Bills & updates, 7:30 Meeting

**Regular Meeting
December 10, 2019
Inlet Town Board**

The Regular Meeting was called to order by Councilman Schmid, in the absence of Supervisor Frey, at 7:30 p.m. with the Pledge of Allegiance.

Present were: Highway Superintendent Shawn Hansen, Peter Funk, and Jamie Organski.

Officials present were: Councilman Levi, Councilman Townsend, Councilman Schmid, Councilman Brownsell and Town Clerk Yvonne Lutz.

MINUTES REVIEW – Councilman Schmid asked if there were any additions or corrections to the November, 2019 minutes. No changes requested.

**PUBLIC COMMENT –
NONE**

COMMUNICATIONS –

Still working on getting more height approved. We are looking at strictly going with the tower as an emergency use and having the contract for the lease of the property signed with IVES. The question arose whether we can put cell coverage on it at a later date if it is deemed an emergency communication tower.

PARKS DEPARTMENT – Park’s Supervisor, Mitch Lee provides a report each month that is available online and attached to the agenda packet.

ASSESSOR/CODES - Assessor and Codes/Zoning Officer, Aimee VanWie provides a report each month and is available online and attached to the agenda packet

INFORMATION OFFICE – Publicity Director, Adele Burnett provides a detailed monthly report online and is attached to agenda packet. In addition to past events and information about her department, this report will detail upcoming events.

RECORDS ROOM – The work in the records room is just about complete. All boxes have been sorted as to the proper retention and properly indexed. Alden and Barbara Stevens have done a great job and the grant was made possible with the help of Christine Holt, as it was a mutual grant between Town and school.

HIGHWAY

Superintendent Hansen reported on the numerous projects that they have been working on, in addition to plowing, sanding, taking the plow for an update. The trails are ready to open. He also mentioned that he will need to get a shorter wing for safety reasons. With the new guiderails, it pushes the plow far over the yellow line and too far into oncoming traffic. Hansen stated that he will keep up on the sidewalks as best as possible and that during storms it is difficult. He wanted to stress that it is illegal to discharge snow on a State highway.

TRANSFER STATION –

Town Clerk, mentioned that the paper reflected the wrong hours that the transfer station would be open to. She had reported to the paper 6:30 pm, as originally talked about, however, it was decided to stay open to 7:00 pm with the limited amount of days open. Peter Funk has been covering for Tina’s time off and Superintendent Hansen thanked him.

TOWN CLERK -

Reported revenues for the month of November.

OFFICE SAFETY - There has been some concern of the safety of Tourism Director, Codes/Zoning and Town Clerk in the absence of police and/or other employees in the building at times. The distance from each office sometimes does not allow for the other employee to know what is going on in their co-worker's office. The issue was brought to our attention with a few incidents where an irate person has gone to the Town Clerk's office looking for police. Quick discussion as to what could be done to warn someone of an incident in another's office. One idea was to have 911 on a quick dial button on all the phones.

MEDICAL REIMBURSEMENT CARD - There was discussion regarding an unimproved medical device for one of the employees. The employee has asked permission to use the balance of their medical deductible card to help with the costs of the device needed for the employee's home. Councilman Brownsell made a **MOTION** to allow the use of the balance on the card, Councilman Levi **SECONDED**.

4 AYES
0 NAYS
Supervisor Frey Absent MOTION CARRIED

ORGANIZATIONAL MEETING

After discussion, Councilman Townsend made a **MOTION** to hold the Annual Organizational Meeting for January 7th at 7:30 pm and hold the Regular Meeting on the 14th of January. Councilman Levi **SECONDED**.

4 AYES
0 NAYS
Supervisor Frey Absent MOTION CARRIED

TRAILS - Intersection and trail signs have been ordered. The trails have been checking for downed trees and Superintendent Hansen thanked all the property owners for use of their land for trails. Repaired washouts at culvert on FX Matts trail. Reported that he cannot groom to Eagle Bay this weekend because of the bridge out on Jasper Day Trail. It will be open and repaired by Monday.

PUBLIC COMMENT – NONE

A **MOTION** to pay highway bills as presented was made by Councilman Levi, **SECONDED** by Councilman Townsend

4 AYES 0 NAYS MOTION CARRIED

A **MOTION** to pay General/Wastewater bills as presented was made by Councilman Brownsell, **SECONDED** by Councilman Levi.

5 AYES 0 NAYS MOTION CARRIED

All business having come before this Board, Councilman Levi made the **MOTION** to adjourn the meeting 8:05 pm. Councilman Townsend **SECONDED**. Next regular meeting will be held January 14, 2020 with an Organizational Meeting being held January 7, 2020 at 7:30.

Respectfully submitted,
 Yvonne Lutz
 Town Clerk

**ORGANIZATIONAL MEETING
JANUARY 7, 2020
INLET TOWN BOARD**

The first meeting of the year began at 7:40 pm with the Pledge of Allegiance led by Councilman Schmid.

Present were: Councilman Levi, Councilman Townsend, Councilman Brownsell, Councilman Schmid, Supervisor Frey, Yvonne Lutz, Town Clerk
Also present was Shawn Hansen, Superintendent of Highways, Police Chief, Ron Johnston and Jamie Organski.

This purpose of this meeting was for the organizational of the Towns' policies and committees.

The 2019 Town Clerk Annual Report was reviewed and Councilman Levi made a MOTION to accept the report, Councilman Schmid SECONDED.

5 AYES 0 NAYS

RESOLUTION NO. 1.20
JANUARY 7, 2020

AGREEMENT FOR TOWN OF INLET WINTER CALL-IN BONUSES TO HIGHWAY DEPARTMENT PERSONNEL FOR YEAR 2020

WHEREAS, The Town of Inlet recognizes that Highway personnel will be paid bonuses for being called in during off-duty work hours during the winter.

WHEREAS, the compensation for call-in hours will be revisited each year in January.

WHEREAS, Winter call-in bonuses will be for the period of October 1st to April 30th and pay will be issued in May.

THEREFORE, BE IT RESOLVED:

A lump sum of Five Hundred (\$500.00) will be paid to each employee reporting at least ten (10) times during the off-duty hours each winter period;
A lump sum of Six Hundred (\$600.00) will be paid to each employee reporting at least twenty (20) times during the off-duty hours each winter period;

A lump sum of Seven Hundred (\$700.00) will be paid to each employee reporting at least Thirty (30) times during the off-duty hours each winter period;

AND BE IT FURTHER RESOLVED, any employee who refuses to report more than three times when call for work during off-duty hours in the winter period, will not receive the above-referenced bonuses. It will be considered a refusal when an employee on call does not report within 30 minutes of the first call in and no prior notification was given to his supervisor.

MOTION: Councilman Townsend
SECOND: Councilman Brownsell

5 AYES 0 NAYS

The Procurement Policy was reviewed

RESOLUTION NO. 02:20 PROCUREMENT POLICY

WHEREAS; Section 104-B of the General Municipal Law requires that the governing body of every municipality adopt a procurement policy for all goods and services which are not required by law to be publicly bid, AND

WHEREAS; comments have been solicited from all officers and department heads in the Town of Inlet who are involved in the procurement process;

NOW THEREFORE BE IT;

RESOLVED, that the Town of Inlet does hereby adopt the following guidelines which are intended to apply to all goods and services which are not required by law to be competitively bid.

Guideline 1. Each purchase to be made by the Town of Inlet, or any department thereof, must be initially reviewed to determine whether it is a purchase contract or a public works contract, and a good faith effort made to determine whether or not the proposed purchase is subject to competitive bidding pursuant to Section 102 of the General Municipal law. A determination that a purchase is not subject to competitive bidding shall be documented in writing by the individual or board responsible for making the purchase. Such documentation may include written quotes, written notes relating to verbal quotes, written notes relating to verbal quotes solicited, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or other appropriate written documentation.

Guideline 2. All goods and services not subject to competitive bidding will be secured by uses of written requests for proposals, written quotations, verbal quotations, or any other method which assures the quality goods will be purchased at the lowest responsible price and that favoritism will be avoided, except purchases or contracts pursuant to Subdivision 6 of this policy.

Guideline 3. The following methods will be used when required by this policy;

(A) Purchase contracts:

Estimated amount of contract;	Method
\$ 250- - \$2,999	Two (2) verbal quotations or written/faxed quotations
\$3000- -\$9,999	Three (3) written/faxed quotations or responses to written requests for proposals

(B)Public Works Contracts:

Estimated amount of contract	Method
\$500 - - \$999	Town (2) verbal quotations or written/faxed quotations
\$1,000 -- \$6,999	Two (2) written/faxed quotations
\$7,000 -- \$19,999	Three (3) written/faxed quotations for proposals

(C)A good faith effort shall be made to obtain more then one quotation or proposal. If the purchaser is unable to obtain more than one proposal or quotation, the purchaser will document the attempt made at obtaining proposals or quotations. In no event shall the failure to obtain quotations or proposals be a bar to the procurement.

Guideline 5 Written documentation is required and a written explanation is required whenever a contract is awarded to other than the offer with the lowest price. This documentation will include an explanation of how the purchase will achieve savings or how the offer was not responsible. A

determination that the offer is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

Guideline 6 Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (A) Acquisition of professional services
- (B) Emergencies
- (C) Sole Source situations
- (D) Goods purchased from agencies for the blind or severely handicapped
- (E) Goods purchased from correctional facilities
- (F) Goods purchased from another governmental agency
- (G) Goods purchased at auction
- (H) Goods purchased for less the \$250.00
- (I) Public works contracts for less the \$500.00
- (J) Goods purchased at or below published State or County bid prices

Guideline 7 This policy shall go into effect immediately and will be reviewed annually.

Guideline 8 This policy is intended to be a guideline for the Town of Inlet personnel involved in purchases of goods and services, and no unintentional violation of this policy shall be deemed to create a claim or cause of action against the Town of Inlet.

Motion offered by Councilman Schmid to accept the Procurement Policy, seconded by Councilman Levi, the above resolution was ADOPTED by VOTE as written.

5 AYES

0 NAYS

Motion carried

RESOLUTION NO. 03:2020 ORGANIZATIONAL MEETING

1. RESOLVED; the Superintendent of Highway is authorized to purchase equipment during 2020 without prior approval of the Town Board in an amount not to exceed Two Thousand Dollars (\$2,000) per Highway Law Section 142, subdivision 1A. A yearly agreement between the Highway

Superintendent and the Supervisor will also be signed giving approval. All other departments are to seek Board approval for any equipment purchases exceeding Five Hundred Dollars (\$500).

2. RESOLVED; the salaries of all elective and appointed officers and employees as to the amounts, respectively specified on the Notice of Public Hearing upon the Preliminary Budget of 2020 are fixed and that said salaries are paid monthly and biweekly.
3. RESOLVED; the Town Officers and Employees shall be compensated for the use of their vehicles in the performance of their duties as defined in PUBLIC SECTOR HR Employee Handbook, "Section 507", at a rate of 57.5 cents per mile, based on the IRS Rate as of 1/1/2020.
4. RESOLVED; Amy Townsend is appointed Deputy Town Clerk and Deputy Tax Collector for 2020.
5. RESOLVED; Yvonne Lutz is appointed Registrar of Vital Statistics and Amy Townsend as Deputy Registrar.
6. RESOLVED; Dues are paid to Association of Towns, Adirondack Association of Towns and Villages, Hamilton County Magistrates Association, New York State Magistrate Court Clerk Association, Chief of Police Association, New York State Town Clerk's Association, Tri-County Clerk's Association, Highway Superintendents Association, Assessor's Association, New York State Codes Association, New York State Planning Federation, Adirondack North Superintendents Association, New York Rural Waters Association
7. RESOLVED; the Department Heads will present bills to the Supervisor's Bookkeeper prior to 1:00pm on the first Thursday before the second Tuesday of each month. The bills will be available for inspection before the second Tuesday of each month.
8. RESOLVED; the Official Banks' for the Town of Inlet are Community Bank, Old Forge, New York and Adirondack Bank, Old Forge, New York. The Banks are designated for the deposits and transactions of all monies for the Town of Inlet Offices, Town Law 64, subdivision 1. Supervisor John Frey and Town Clerk, Yvonne Lutz are designated signers for these accounts.
9. RESOLVED; the Supervisor is authorized to invest surplus money in certificates of deposit General Municipal Law, Section 11.
10. RESOLVED;; the Town delegate to the Association of Towns meeting in February, 2020 are John Townsend, and John Frey

11. RESOLVED; the Town Board establishes the office of Deputy of Highway, Town Law 32, subdivision 1 as appointed by the Superintendent of Highways. The appointment for 2020 is Donald Townsend.
12. RESOLVED; the Town Board approves a bookkeeper to the Superintendent of Highways as appointed by him. The appointed for 2020 is Shawn Hansen.
13. RESOLVED; all Elected and appointed officials are authorized to attend any mandated schools or seminars pertinent to their job, as job responsibilities allow. All actual and necessary expenses will be a proper Town charge provided prior Board approval has been given, General Municipal Law, Section 77b.
14. RESOLVED; the Town Board authorizes the payment in advance of Audit of Claims for the following, National Grid, Frontier, Propane Contracts, Spectrum, Fuel and Gas Contracts, United States Postal Services, Bond Anticipation Notes, New York State Retirement payments, Blue Cross Excellus insurance contract that the Town has entered into and completed.
15. RESOLVED; The Town Board is required to review and adopt a Procurement Policy annually and has done so for the calendar year of 2020.
16. RESOLVED; the Supervisor appoints a Town Historian to collect and preserve material related to the Town and to work with the State and County Historian in performing the historical work recommended by the Town. Letty Haynes is appointed for the calendar year of 2020.
17. RESOLVED; that Tony Sege shall provide housing and maintenance for all cats and dogs collected by the Town of Inlet. The agreement is in the sum of \$1000 for the period of (12) months from January to December and be it further RESOLVED that Lisa Bennett will be Inlet's dog control officer for the year 2020 for the sum of \$400.
18. RESOLVED; the Town board shall meet on the second Tuesday of every month in the Town Board meeting room at 7:30pm with bill review starting at 6:30pm.
19. RESOLVED; the Town Board has reviewed and adopts the Emergency management Plan (EMP) for 2020.
20. RESOLVED the Supervisor is authorized to sign a contract with Public Sector HR Consultants for 2020 in the amount of Two Thousand, Four Hundred Dollars (\$2,400) to be paid quarterly.
21. RESOLVED; the Supervisor will distribute the Organizational Resolutions to the Department Heads at the next meeting, Tuesday January 14, 2020.

22. RESOLVED; The Town Board approves a bookkeeper to the Supervisor, as appointed by him. The appointment is Yvonne Lutz.
23. RESOLVED; The official newspaper for the Town of Inlet is the Adirondack Express. Town Law, section 64, subdivision 11.
24. RESOLVED; The Town of Inlet shall enter into a reciprocal agreement with the Town of Webb per agreement of 2007, which automatically renews each year. This agreement is for police coverage including arrest powers.
25. RESOLVED; The Town Board establishes the rental rates for the Arrowhead Park cottages. For the year 2020, Cottage #1 will be \$3,000/weekly and Cottage 2&3 \$2,000/weekly.

Discussion followed about the rental rates of the cottages and what work needs to be done within the cottages.

APPOINTMENTS

John Frey is appointed Budget Officer for 2020, Town Law, section 102. Herbert Schmid is appointed Deputy Supervisor to preside over the Town Duties in the Supervisors' absence for 2020.

COMMITTEE CHAIRPERSONS

Parks/Buildings/Ski trails	Councilman Townsend/Schmid
Highway/Transfer/Groomer	Councilman Brownsell/Levi
Information Office	Councilman Levi/Townsend
Assessor/Codes/Police	Councilman Schmid/Brownsell
Sewer Plant	Supervisor Frey/Schmid

Motion offered by Councilman Brownsell, seconded by Councilman Townsend, the above resolutions were ADOPTED by VOTE as written.

5 AYES

0 NAYS

Motion carried

RESOLUTION NO 04:2020

CODE OF ETHICS

On a motion offered by Councilman Schmid, seconded by Councilman Levi the following resolution was ADOPTED by VOTE to distribute to the Town Officials and employees the Code of Ethics from Local Law No.1 of 1970 and re-adopt same.

5 AYES 0 NAYS Motion carried

On a MOTION by Councilman Brownsell, all bills presented were audited and authorized to be paid. Councilman Schmid SECONDED.

5 AYES 0 NAYS Motion carried

EXECUTIVE SESSION

Councilman Levi moved to enter into executive session at 8:04 pm, Councilman Schmid seconded.

Councilman Townsend moved to resume regular session of the Inlet Town Board meeting, Councilman Levi seconded.

Personnel issues were discussed during executive session, Councilman Levi and Supervisor Frey will meet with the Information Office department head to discuss communication; Police Chief Johnston updated the Board as to an employee situation; Supervisor Frey updated the Board as to a specific employee's performance, and Supervisor Frey will look at a possible change of responsibility in dept. head position of snowmobile grooming.

All business having come before this Board, the meeting adjourned at 9:05 pm with a motion made by Councilman Levi and seconded by Councilman Schmid.

Respectfully submitted,
Yvonne Lutz
Town Clerk

**ASSESSOR/CODES
MONTHLY REPORT
December 2019**

CODE ENFORCEMENT

A copy of the monthly report for permit activity is on file in the Town Clerk's office.

During the holidays permit activity is very slow, but one new house permit was issued.

ASSESSOR

I have started working on Assessments for this year. I am currently changing or adding values to those properties that sold or had construction and am already over 4 million in added values. There were 35 property sales in Inlet in 2019.

Respectfully submitted,

Aimee VanWie

PARKS DEPARTMENT REPORT for December, 2019
Mitch Lee Parks Dept. Supervisor

1. The Ice at Fern Park Comes and Goes with the warmer weather, the public should know that The ice is natural and with warmer weather the rink is closed.
2. Grooming at Fern Park has been constant but not enough snow yet has fallen to protect the Inlet Golf Course for grooming. Please if the Golf Course is un-groomed stay off as the groomed pathway is the only lane of travel the Golf Course wishes.
3. Snow removal and rink and trail maintenance have consumed the bulk of our time, while staffers were also on vacations during the Holiday season.
4. Work with two individuals assigned community service is ongoing.

**Information Office Report
Submitted by Department Head**

**of the month December 2019
Inlet Tourism Director Adele Burnett**

1. Balance in **Petty Cash** on December 31 was \$29.39.
2. From April 1 to December 31, 2019 this office processed 362 **snowmobile permits** for the 2019/20 season, including 89 Seasonal, 7 Seasonal Weekday & 1 Replacement permits. 57 of these permits were paid for in March 2019. Old Forge processed 11,670 including 1,289 Seasonal, 36 Seasonal Weekday, 25 Weekly & 59 Replacement. Total processed this year 12,130. Last year's numbers: Inlet 593 (417 Preseason, 12 Weekly, 157 Seasonal), Old Forge 10,687 (8,656 Preseason, 115 Weekly, 1,804 Seasonal, 67 Replacement) – Total 11,249. On January 1, the rates will increase to the following: Seasonal \$100, Weekly \$55, Seasonal Weekday \$60, Preseason \$80. Permits can be purchased through this office, at the Town of Webb Visitor Center and online at OldForgeNY.com. **I am still hoping Inlet might be able to offer an online shopping cart for snowmobile permits soon.** Is this something Reverus can help with?
3. During December 2019, \$0 was collected from 0 businesses for a co-op ad in the CAA's **2019 vacation planner**; and was given to the clerk to be deposited into the Publicity account 6410.400.
4. During December 2019, \$0 was collected towards the **summer concert series**; and was given to the clerk to be deposited into the Publicity account 6410.412.
5. Applications for the **2020 "Arts in the Park" and Inlet Fall Festival** will be made available on January 1st. An email will be sent letting vendors know this and paper applications (83 of them) will be mailed to those who requested. Applications and information can be found at www.inletartsinthepark.com and www.inletfallfestival.com.
6. The **Inlet Area Business Association (IABA)**'s next regular meeting will be January 7th. This meeting will be at The Woods Inn. The February 4th meeting will be at Daiker's and the March 3rd meeting will be at The Tavern. This group has lots of great ideas and continues to work well together. Reminder – You do not need to own a business to be a member and everyone (paid or unpaid) are welcome to attend meetings! Notes from IABA meetings can be found at www.GoInletNY.com. **Now accepting dues for 2020, which can be paid online.**
7. **Fern Park Master Plan Committee** will continue to meet each month at 7:00 p.m. in the meeting room of Inlet Town Hall. Their next meeting will be held on Tuesday, January 28th at 7:00 p.m. Anyone interested in the future of Fern Park is welcome to attend. They hope to have a draft document ready soon, which they will share during a public meeting, yet to be scheduled.
8. **The Inlet Common School Board of Education** will continue to hold regular monthly meetings at the Inlet Common School on the second Wednesday of each month. They will continue conversations about future uses of the district's buildings and grounds. They are collecting input from the community through a survey at <https://forms.gle/sJBFZ8gDB9bdEMzz6>.
9. Even though safety reasons (icy track and the prediction of rain Friday & Saturday) forced the event organizer Heinrich Kirschner to make the decision to move to Sunday, the **New York Shootout** was a successful event. Attendance almost reached 40% of what they did last year. Snow Goer Magazine was happy and is excited to put their name on as a title sponsor next year. Heinrich also already has some other promising connections for exciting additions to next year's event. The event had lots of local support as well. Thank you and list of sponsors can be found at www.newyorkshootout.com

10. The IABA, with help from area businesses, hired a bus from Hale Transportation to run as the **“Champagne Bus” for New Year’s Eve**. In addition to the IABA, thank you to the following for making this happen: Daiker’s, Great Pines, Holly Koeppe, Screamen Eagle, The Tavern, The Toboggan Inn, Penny Stuart and The Woods Inn.
11. **Frozen Fire & Lights** will be here before we know it. Lynn Durkin is working on kites again. Greg Clark has started collecting money for the fireworks. Kathy & BJ Queen will not be in town so a new group will be setting up the refreshments at the bonfire. I am ready for the Cardboard Sled Race. The Inlet Community Church will again be offering a Pancake Breakfast & Rummage Sale. There will be wine & chocolate at Screamen Eagle. The Frozen Royals will be Karl & Jill Marsh, owners of The Caboose. Margie is working on the announcement, which will be posted mid January.
12. **Wish List Item – I think the Town would benefit from having a Department Head for Snowmobile**. Someone from Inlet to coordinate with Town of Webb on the grooming and maintenance of the trails, signage on and around the trails, mapping of the trails, and the process/program for issuing permits. Someone who isn’t already responsible for another department (highway, information, parks, clerk, etc.) **Please note that this is the same exact wording that I included in both my October and November reports. This “wish list request” is not and never was a personal dig at the current department head who is responsible for grooming the trails. If he was only responsible for snowmobile trails, then yes it would be. But he is also responsible for the Highway Department and the Transfer Station and so it is not fair to expect him to solely focus on snowmobile trails. Which is why I still feel that it would benefit the Town to have one person who is responsible to coordinate with ALL departments who have responsibilities related to snowmobiling in BOTH towns, and I will keep this in my monthly reports for continued discussion. The trails have been open since December 9, and until December 19 & 20 (when I received two reports from John Rouse) I had not heard anything from anyone grooming or doing maintenance on those trails since they closed on April 1, 2019. It makes sense for my office to have current and accurate information about snowmobile trails, and therefore regular reports are important – even if nothing has changed, my office can say the report came from the groomers, not just something we made up or assumed. If there was no snowmobiling in Inlet, there would be no businesses open and no one here during the winter months.**
13. I would like to see **webcams installed at Fern Park**. One that looks at the ice skating rink and another that looks towards the sledding hill and trailhead. I would like to be able to share the webcams on InletSnow.com so people can check them for conditions. Ideally, in view of the rink cam could be an OPEN/CLOSED sign so people would know when it might be closed due to bad ice conditions.
14. I am working with Luke Langworthy on a **sign for the front of the town hall building** that says “Inlet Town Hall” and “Information Office.” I am trying to shoot for possibly a spring installation, after approval.
15. There are **12 benches** that the Parks Department will not be able to repair. Letters have been sent to the original purchasers of these benches, asking if they might be interested in replacing them – possibly with a vinyl bench that Jack Greco sells. The vinyl bench would require less maintenance by the Parks Department and could possibly even survive a few winters outside.
16. The **Frozen Royals for 2020** will be Jill and Karl Marsh. Margie is working on an announcement for the paper which we hope to see mid January.
17. Keep checking www.InletNY.com, and send us all comments, suggestions, etc. We will also continue accepting photos, especially pictures with people in them enjoying Inlet! You can send pictures to info@inletny.com. And if you have any interest in blogging about Inlet, we need bloggers!

18. **Information Office Window Hours** for January will be: Saturday-Monday 9:00 a.m.-6:00 p.m., Tuesday-Thursday 8:00 a.m.-6:00 p.m., Friday 8:00 a.m.-8:00 p.m.
19. **Margie** will be working her regular 20 hours/week January-March.
20. Like Inlet, NY Information & Events on Facebook and then subscribe to our events to always know what's going on! Inlet is also on Instagram and Twitter!
21. Some **events & meetings** between this and the next town board meeting:
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 - January 15 – Inlet School BOE Budget Meeting 6:15 p.m. @ Inlet Common School
 - January 15 – Inlet Barnstormers BOE Meeting 7:00 p.m. @ Inlet Town Hall
 - January 16 – ZBA Meeting 7:00 p.m. @ Inlet Town Hall
 - January 16 – Legion Post #1402 Meeting 7:00 p.m. @ Inlet Town Hall
 - January 18 – Snowmobile Safety Course @ IVES Building
 - January 18 – Winter Carnival @ Long Lake
 - January 20 – IVAC Meeting 6:30 p.m. @ IVES Building
 - January 21 – FCLPAC Meeting 3:30 p.m. @ Adirondack Bank
 - January 21 – Barnstormers Membership Meeting 6:00 p.m. @ Inlet Town Hall
 - January 21 – Tower Meeting 6:30 p.m. @ Inlet Town Hall
 - January 22 – Inlet School BOE Budget Meeting 6:15 p.m. @ Inlet Common School
 - January 24 – Shootout Meeting 11:00 a.m. @ Inlet Town Hall
 - January 25 – Mike Norris Fishing Derby @ Raquette Lake
 - January 28 – Frozen Food Meeting 6:00 p.m. @ Screamen Eagle
 - January 28 – Fern Park Meeting 7:00 p.m. @ Inlet Town Hall
 - January 29 – Planning Board Meeting 7:00 p.m. @ Inlet Town Hall
 - February 4 – IABA Meeting 6:30 p.m. @ Daiker's
 - February 5 – WIC Clinic 10:00 a.m.-1:00 p.m. @ Inlet Town Hall
 - February 5 – Inlet School BOE Budget Meeting 6:15 p.m. @ Inlet Common School
 - February 7-9 – Winter Carnival @ Old Forge
 - February 8 – New York Snow Run @ George Hildebrant Recreation Center
 - February 8 – Fishing Derby @ Long Lake
 - February 10 – IVES Corporate Meeting 6:30 p.m. @ IVES Building
 - February 11 – Department Head Meeting 10:00 a.m. @ Inlet Town Hall

Dates for 2020:

- February 29 – Frozen Fire & Lights @ Fern Park & Arrowhead Park
- March 14 – “Let's Get Crooked!” @ Inlet Town Hall
- April 25 – Egg Hunt @ Arrowhead Park
- April 25 – Adult Egg Hunt @ Fern Park

- May 3 – Fire & Spice @ Seventh Lake House
- May 3 – Customer Appreciation Party @ Screamen Eagle
- May 6 – Community Pride Day
- May 15-16 – The “Otter” Paddlesports Event @ Frisky Otter Tours
- May 22-23 – Great Adirondack Garage Sale
- May 25 – Post #1402 Wreath Laying Ceremony @ Legion Square
- May 25 – Hamilton County Memorial Day Parade @ Inlet
- June 13 – Black Fly Challenge @ Arrowhead Park & Indian Lake School
- June 21? – Cousins Pancake Breakfast @ The Ole Barn
- July 4 – Ping Pong Ball Drop, Live Music & Fireworks
- July 11 – Dan Duggan & Peggy Lynn @ Arrowhead Lakefront
- July 18 – Karen Savoca & Pete Heitzman @ Arrowhead Lakefront
- July 18-19 – “Arts in the Park” @ Arrowhead Park
- July 25 – Inlet Classic Car Cruise & Show @ Arrowhead Park
- July 25? – Shakespeare in the Adirondack Park @ Arrowhead Park
- July 25 – Annie & the Hedonists @ Arrowhead Lakefront
- July 31 – “An Evening with the Symphony” @ The Woods Inn & Arrowhead Park
- August 1 – 6th & 7th Lakes Improvement Association Picnic @ Fern Park & Fireworks over Seventh Lake
- August 1 – Shrinking Violets @ Arrowhead Lakefront
- August 2 – Inlet Public Library Ice Cream Social
- August 2? – Army Band @ Arrowhead Park
- August 8 – Bill Staines @ Arrowhead Lakefront
- August 15 – Dan Berggren @ Arrowhead Lakefront
- August 16? – Gary Rudd Memorial Golf Tournament @ Inlet Golf Club
- August 22 – Fritz Henry @ Arrowhead Lakefront
- August 29 – Jim & Bonnie Tracy @ Arrowhead Lakefront
- September 5 – The Jam Bones @ Arrowhead Lakefront
- September 11 – Adirondack Canoe Classic passes through Inlet
- September 19-20 – Inlet Fall Festival @ Fern Park
- October 3 – Adirondack Kids Day @ Arrowhead Park
- October 3 – IVES Clam Bake @ IVES Building
- October 30 – Halloween Parade & Party @ IVES Building
- November 27-29 – Adirondack Christmas on Main Street
- December 1? – Holiday Open House
- December 12 – New York Shootout
- December 13 – Cookie Swap @ Inlet Town Hall
- December 31 – Champagne Bus



Draft 12/19/2019

WPM Trails '2020 Conceptual MTB Trail Plan for the: Black Fly MTB Park at Fern Park Inlet, NY

Introduction

The intent of creating the Black Fly MTB Park is to provide a modern high-quality natural surface single track mountain bike (mtb) riding experience for community members and traveling recreationists.

The location and public facilities already onsite make Fern Park an ideal location for mtb park development. The combined town and private acreage available for trail development is adequate to achieve a good experience for mtb riders. Fern Park has the classic Adirondack Mtn. environment and topography that makes the work challenging and trail experiences rewarding. The parking, kiosk, bathrooms and other amenities make Fern Park a great trailhead location.

About WPM Trails

WPM Trails is an Adirondack based recreation development company that specializes in the design and construction of natural surface single track mtb trails and parks.

WPM is fully insured with professional liability insurance, so that we can plan and design new trails and trail infrastructure and has general liability insurance to cover our construction services. Our employees are highly trained professionals that are paid a fair living wage or prevailing wage when required.

WPM is a member in good standing of the Professional Trail Builders Association which has stringent sustainable trail construction standards, peer reviewed work and professional business and ethics requirements.

Planning Documents

WPM has met with local Park Representatives and an adjacent private landowner to review/discuss potential trail development at Fern Park and on adjacent private land to the southeast. WPM Trails has conducted two site visits to evaluate the soils, topography, site limitations, etc. and establish conceptual trail corridors for single track trail development. The attached narrative and map show conceptual/potential trail locations in relation to some of the existing infrastructure. The difficulties associated with excavation in the Adirondack environment such as soil stability, large rock, water drainage, steep slopes, vegetative cover, etc. will determine final trail layout and location.

Trail Standards

All new trail construction will adhere to sustainable trail standards to ensure environmentally sound low maintenance trails. The trail design and layout will be specific to mtb recreation, provide a fluctuating grade and adhere to modern trail grade/cross slope alignment rules. New trail development will not interfere with existing trail uses.

Much of the new mtb trail system will be a combination of new single track trail and existing trails. Wherever existing trails exceed appropriate mtb trail grades or have unsustainable characteristics that can be reasonably improved, trail improvements will be made. Utilizing portions of existing trails that provide appropriate recreationally valid riding experiences helps reduce the cost of the overall trail system and provides the mtb park more riding distance.

The Black Fly MTB Park will have a general design that has the Easiest (Green Circle) Novice/Beginner trails closest to the trail head, the majority of trails will be of an Intermediate rating (Blue Square, More Difficult) and Advanced (Black Diamond, Most Difficult) trails located in the more arduous terrain. The primary MTB Park design will be stacked trail system offering a variety of loop trail riding experiences. The majority of trails within the mtb park will be of the cross country type.

Individual trails will be designed to a specific difficulty rating. Trail difficulty ratings will be done according to the IMBA (International Mountain Bike Association) trail rating system. The trail difficulty rating system* is based solely on trail characteristics and is unique to mtb recreation. Additional riding features will have a ride around alternative or be done on an alternate route.

Trails will be a combination of machine (mini excavator) and hand built construction. The trail cut (width of removed woody vegetation) will generally be 4 to 6 feet. The trail tread will be 1 to 3 feet wide. Spoils and brush displaced during trail construction will be discreetly placed along the trail corridor.

In general the trails will have a natural surface. Areas of unstable soil will have the trail tread hardened with local rock or have a rock based material imported to the site. In some cases short sections of low wooden board walk type structures will need to be constructed.

Cross trail drainage is generally provided by broad based grade dips and fluctuating grades. In some cases it may be necessary to create rock based fords or install small bridges or culverts where larger cross trail water flows exist. Drainage needs to be done frequently and built as large as reasonably possible to insure long term trail sustainability.

* A copy of the "International Mountain Bike Association Trail Difficulty Rating System" from IMBA's "Managing Mountain Biking" book is located at the end of this document.



Bench Cut Trail with Fluctuating Grade/Rolling Contour



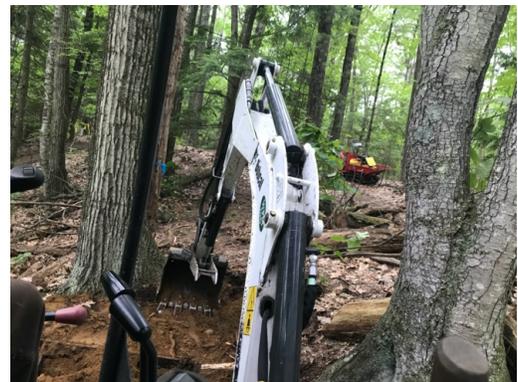
Rock Armored Cross Trail Drainage

Trail Development Phases

- Phase 1* Development of a Conceptual MTB Trail Plan for the Black Fly Mtn. Bike Park at Fern Park and on adjacent private land in Inlet, NY.
- Phase 2*
1. Design and construction of an Intermediate level single track entrance trail to access the Pasture Trail. This trail would be located by the big rocks between the kiosk and the water building and extend to the top of the sledding hill.
 2. Design and construction of a Novice/Beginner trail utilizing portions of Walters and Fifth Lk. Trails and new trail construction.
 3. Design of an Intermediate rated recreationally valid mtb trail in the Pasture Trail Corridor continuing on Ralphs Run and the Limekiln Road Connector.
 4. Design and construction of a return route for the MTB Pasture Tr. to form a long intermediate loop. Possibly including part of Walters Trail corridor.
- Phase 3*
1. Design and construction of an Intermediate single track trail paralleling and uphill of the MTB Pasture Trail.
 2. Design and construction of a mtb single track trail for a return route.
- Phase 4*
1. Design and construction of advanced single track trail in the Lake View Trail area.
 2. Development of an MTB Riding Skills Park near the Trailhead and existing park facilities.
- Phase 5*
1. Design and construction of single track trail tread within or adjacent to existing trail corridors on the adjacent state lands.



Skills Park Riding Feature



Mini-Excavator Construction

Trail Development Costs: by Phase

Phase 1- Developed and paid for under agreement between Black Fly Challenge organization and WPM Trails.

Phase 2- Items 1 & 2 combined under public funding on town property would be approx. approximately \$10-11,000. Machine and hand construction.

Phase 2- Items 3 & 4 would be mostly machine built new trail at approx. \$6.00 foot. A minimum of 2,000 ft. per construction phase would be required. A separate and lower price (approx. \$3.50-\$4.00 ft.) would be developed for improvements to existing trails. Most trails would be a combination of both type of builds.

Phase 3 & 4 – Trail construction price per ft. will be calculated in 2020.

Design, Layout, Construction, Project Oversight, & Materials

Cooperative Trails Project:

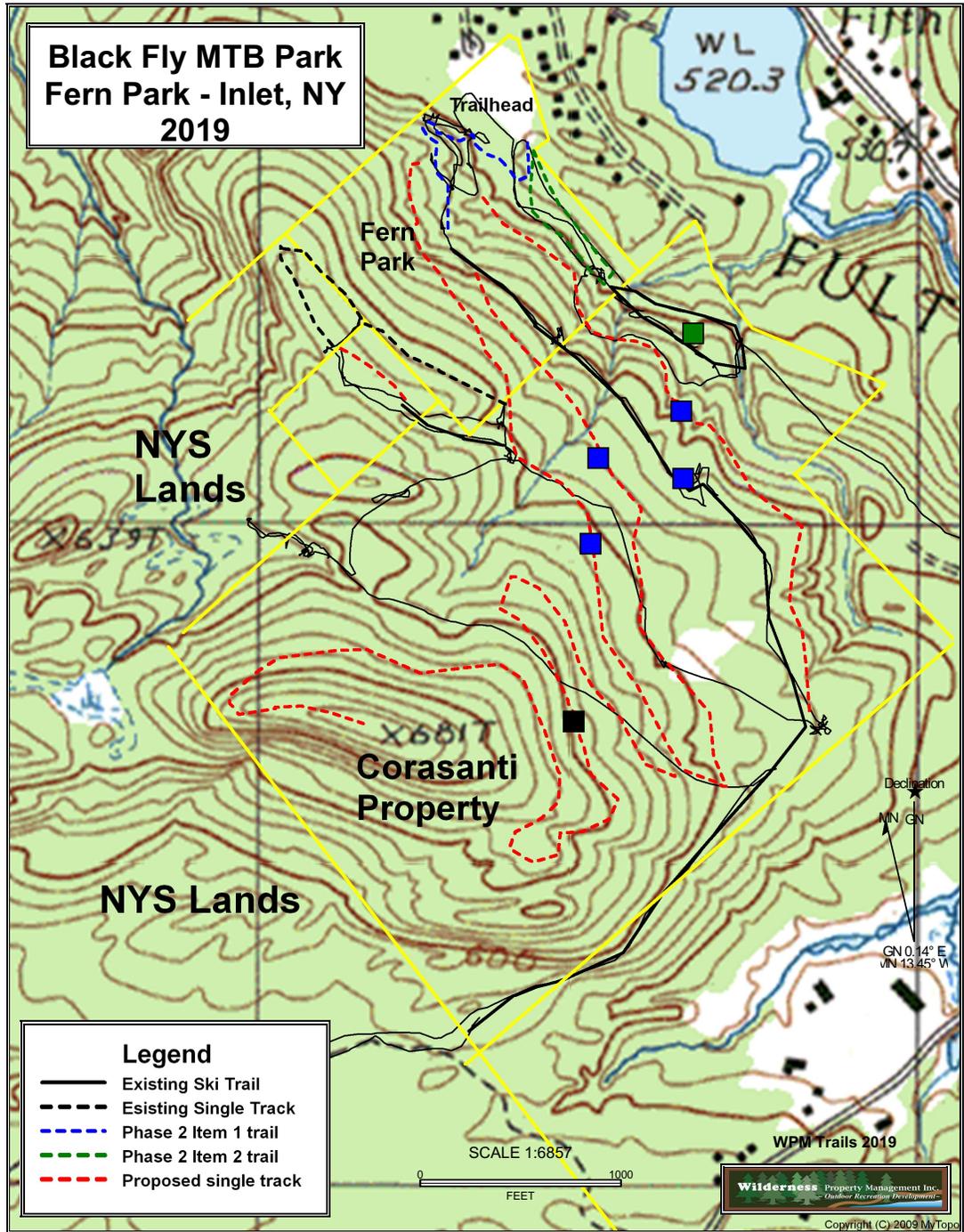
WPM Trails will provide trail design, layout, project oversight, labor, construction, tools and mini excavator with operator to construct natural surface single track mtb trail at Fern Park and on adjacent private lands utilized for recreation. Work will take place within the constraints of reasonable weather and soil conditions.

Park Representative Ted Christodaro or Dave Scranton will provide oversight of WPM activities and act as the liaison between WPM and affected parties.

Materials necessary to build supporting infrastructure (crushed rock, pressure treated wood, culverts) will be supplied by the town or other funding organizations.

Steven Ovitt
Chief Operating Officer WPM Trails
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IMBA Trail Difficulty Rating System					
					
	EASIEST WHITE CIRCLE	EASY GREEN CIRCLE	MORE DIFFICULT BLUE SQUARE	VERY DIFFICULT BLACK DIAMOND	EXTREMELY DIFFICULT DBL. BLACK DIAMOND
TRAIL WIDTH	72" (1,800 mm) or more	36" (900 mm) or more	24" (600 mm) or more	12" (300 mm) or more	6" (150 mm) or more
TREAD SURFACE	Hardened or surfaced	Firm and stable	Mostly stable with some variability	Widely variable	Widely variable and unpredictable
AVERAGE TRAIL GRADE	Less than 5%	5% or less	10% or less	15% or less	20% or more
MAXIMUM TRAIL GRADE	Max 10%	Max 15%	Max 15% or greater	Max 15% or greater	Max 15% or greater
NATURAL OBSTACLES AND TECHNICAL TRAIL FEATURES (TTF)	None	Unavoidable obstacles 2" (50 mm) tall or less Avoidable obstacles may be present Unavoidable bridges 36" (900 mm) or wider	Unavoidable obstacles 8" (200 mm) tall or less Avoidable obstacles may be present Unavoidable bridges 24" (600 mm) or wider TTF's 24" [600 mm] high or less, width of deck is greater than 1/2 the height	Unavoidable obstacles 15" (380 mm) tall or less Avoidable obstacles may be present May include loose rocks Unavoidable bridges 24" (600 mm) or wider TTF's 48" [1,200 mm] high or less, width of deck is less than 1/2 the height Short sections may exceed criteria	Unavoidable obstacles 15" (380 mm) tall or less Avoidable obstacles may be present May include loose rocks Unavoidable bridges 24" [600 mm] or narrower TTF's 48" [1,200 mm] high or greater, width of deck is unpredictable Many sections may exceed criteria

source: "Managing Mountain Biking, IMBA's Guide to Providing Great Riding"