

INLET TOWN BOARD AGENDA

Tuesday February 8th 2022

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

Pledge of Allegiance

Minute's Review – 1/4/2021 Town Board meeting minutes

See attached pages 2 – 8

Moment of Silence – Mary Yahnke

Public Comment – Regional covid-19 updates – Vaccination schedule

Communications - T-Mobile, AT&T Tarpon Towers - APA 2nd batch of questions and NY State GIS data needed

Assessor/Codes, Parks/Building/Information

See attached pages 9 – 13

Highway Department – Winter work load

Transfer/Recycling - Winter Hours open 4 days a week MON, THUR. SAT, SUN 8-11:45 ,1-6:45

Town Clerk Report – Rental & revenue reports

Supervisors Report – Townsends - land swap with town – Documents signed, filled at County ?

- 911 cell phone calls being sent through Albany

Public Comment –

Executive Session – none

Audit Bills - Highway, General & Sewer

Next Regular Meeting– 3-8-2022 – 7:15 Bills & updates, 7:30 Meeting

**Regular and Organizational Meeting January 4, 2022
Inlet Town Board**

The Regular and Organizational Meeting was called to order by Supervisor Frey, at 7:30 p.m. with the Pledge of Allegiance.

Present: Highway Superintendent, Shawn Hansen, Peter Funk, and Parks Supervisor, Michael Bartolotti.

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

The Organizational/Regular Meeting was called to order by Supervisor Frey, at 7:30 p.m. with the Pledge of Allegiance.

RESOLUTION #22.01 PROCUREMENT POLICY There are no changes to the 2021 Procurement Policy except the correction of Highway Department having a spending limit of \$2,500 and the mileage reimbursed to employees at the State rate of \$058.05.

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; \$ 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 \$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 than 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 4 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 5 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 than \$250.00 (I) Public works contracts for less than \$2500.00 (J) Goods purchased at or below published State or County bid prices

Guideline 6 This policy shall go into effect immediately and will be reviewed annually. Guideline 7 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 Townsend 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.22:02 ORGANIZATIONAL MEETING 1. RESOLVED; the Superintendent of Highway is authorized to purchase equipment during 2022 without prior approval of the Town Board in an amount not to exceed Two Thousand Five Hundred (\$2,500) 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 2022 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 58.5 cents per mile, based on the IRS Rate as of 1/1/2022.

4. RESOLVED; Amy Townsend is appointed Deputy Town Clerk and Deputy Tax Collector for 2022.

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, 2022 are Shawn Hansen, 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 2022 is Donald Townsend.
12. RESOLVED; the Town Board approves a bookkeeper to the Superintendent of Highways as appointed by him. The appointed for 2022 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 2022.
16. RESOLVED; the Supervisor and Town Board will appoint a new Historian upon Letty Haynes retirement. Supervisor Frey thanked Letty Haynes again for her many years of service as Historian for the Town.
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 2022 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 7:15 pm. Bookkeeper is authorized to submit abstract via email for approval by the Board.
19. RESOLVED; the Town Board has reviewed and adopts the Emergency management Plan (EMP) for 2022.
20. RESOLVED the Supervisor is authorized to sign a contract with Public Sector HR Consultants for 2022 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 February 8, 2022.
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 2022, Cottage #1 will be \$3,000/weekly and Cottage 2&3 \$2,000/weekly. These rates will increase in 2023 to \$3,500 for cottage #1 and \$2,500 for cottage #2 and #3.

APPOINTMENTS John Frey is appointed Budget Officer for 2022, Town Law, section 102. Herbert Schmid is appointed Deputy Supervisor to preside over the Town Duties in the Supervisors' absence for 2022.
 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 Schmid, **seconded** by Councilman Levi, the above resolutions were ADOPTED by VOTE as written.

5 AYES 0 NAYS **Motion carried**

RESOLUTION NO 22:03 CODE OF ETHICS On a **motion** offered by Councilman Townsend, **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**

MINUTES: Supervisor Frey asked if there are any changes to the Clerk's December meeting minutes. Hearing none.

COVID: Online vaccination and testing updates are online and will be shared.

MOMENT OF SILENCE: Supervisor Frey asked for a moment of silence for Bob Hall. He was in the Old Forge Information office for many years and had many achievements. Supervisor Frey spoke on how much he had done and how much he will be missed.

COMMUNICATIONS – Supervisor gave a update on the Town of Inlet emergency Tower. They have answered all the questions for the APA and should be on the docket for the APA this Spring. Hope to start building soon after. Supervisor Frey commented that he would like to know if the current Verizon tower could be “turned up” for even better service. He added that you have to be very careful in the Town of Inlet making a 911 call from your cell phone. It goes to the wrong 911 center.

PARKS DEPARTMENT – Park's Supervisor, Mike Bartolotti provided a monthly report attached to the agenda. Mike reported that the ice skating rink was still closed. Between the lack of cold temperatures and social distancing, it has hampered the opening. **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/Tourism 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. **FIREWORKS – FIRE AND LIGHTS.** Supervisor Frey reported that we will sign a soft contract with the fireworks company, however, will be prepared to cancel a week before if the Covid infection rate is high in the region. **HIGHWAY** - Superintendent Hansen's report provided is as follows: • Hauled garbage and recyclables • Finished up water drainage project in the park. We have some other locations to try to collect water, but we ran out of time. • Pushed up salt in salt shed • Got our equipment ready for winter. Changed out the gearbox on 205 for the sand auger. Got both sets of racks on both trucks. • Picked away at the new building. Insulating has been completed in break room and bathroom, Drywall has been hung and mudded. The floor above the office has been put down. • Changed plow blades on plows for pick-ups. • Cleaned up and painted dump box on 205 Coming up • Plow and sand roads, sidewalks, and parking lots. • Haul garbage and recyclables • Keep picking away at our new building. Primer and paint the break room. • Garage door company is supposed to be here tomorrow to finish setting limits on garage doors. As soon as that happens, we plan on moving all our equipment in and get everything out of the elements. Thank you to Don Rhodes for staying after them to get this done Transfer Station • Open 4 days a week from 8AM-11:45AM 1PM-6:45PM. Close

Tuesday, Wednesday, and Friday • We shipped out 69 bales of plastics last week to get the yard cleaned up. • I will be getting quotes on new containers for next meeting. WELDER & AIR COMPRESSOR – Bids were opened for a new air compressor and welder. The air compressor bids were with McQuade and Bannigan and Erie. McQuade was \$3185.70 and Erie \$3210. Discussion on specs and possible differences followed. The bids on the welder were with Hauen \$2827, AirGas \$2982.02 and Praix \$2,895. Councilman Levi made the MOTION to purchase the air compressor from McQuade and the welder from Hauen based on low bids. Councilman Brownsell SECONDED the motion. 5 AYES 0 NAYS MOTION CARRIED HIGHWAY NEW BUILDING HEATING SYSTEM - Bids were presented for installing the new heating system in the highway building. Joe DeShaw was \$12,750, including misc. hardware. Pierson Mechanicals was \$7650 without parts (estimated to be about \$1250), and BJ Queen Enterprises was \$24,900 not included parts. Risley and Townsend Home Improvement declined to offer a bid because they felt it would be a conflict with John Townsend being a Board member. Comparing all bids, Councilman Brownsell made a MOTION to accept Pierson Mechanicals' bid of \$7650 and Councilman Levi SECONDED the motion. 5

AYES 0 NAYS MOTION CARRIED TOWN CLERK - Reported revenues for the month of December. RAULLI - Town Clerk read a letter from an attorney, Robert S. Temple regarding a land transfer that is needed to property owners Dan and Mary Beth Raulli. Assessor, Aimee VanWie explained the situation and that it is no cost to the town. LIFETIME – Town Clerk read a letter from Lifetime stating that employees could rollover any unused funds in 2020 to 2021. There was discussion that this really doesn't pertain to us because the Town funds the HSA, not the employee. JUSTICE FUND- Town Clerk read a letter from the NYS Unified Court System that the Town must audit the Justice's books. Supervisor Frey stated the Board would do this in February. SUPERVISOR – SCREAMEN EAGLE – Supervisor Frey asked the Town Clerk if she had heard anything from NYMIR regarding this claim. The Town Clerk reported that at the time of the meeting, she had not. Supervisor Frey stated that he expects them to deny it, however, would hope that they would “help” the Town subrogate with the general contractor. TOWNSEND ESTATE – The map was received and Assessor, Aimee VanWie reviewed same. If the representatives of the Townsend Estate feel it is accurate, we will finalize and record. TRAILS - Shawn Hansen reported for Chip that they are hoping for snow to get the trails in better shape. Chip has all the steel for the drag and is working on it for the new groomer. Chip would like to show the Board members the highway building and new drag. Supervisor Frey stated he was impressed and that the drag might even cost less because of steel prices being lower. Lumber is needed to do some necessary bridge repairs. IVES BUILDING – Councilman Schmid mentioned that the phone extender at the building was burned out. He expressed the need for a new extender and to quickly get it up and operational. He would reach out to Rich at Reverus. Discussion regarding old extender, etc. followed. APA LETTER - Aimee VanWie stated that she received a letter from the APA that the Verizon tower application is complete. NO EXECUTIVE SESSION A MOTION to pay highway bills, was made by Councilman Levi, SECONDED by Councilman Brownsell 5 AYES 0 NAYS MOTION CARRIED A MOTION to pay General/Wastewater bills, was made by Councilman Schmid, SECONDED by Councilman Brownsell. 5 AYES 0 NAYS MOTION CARRIED All business having come before this Board, Councilman Levi made the

COMMUNICATIONS –

On the Verizon tower, National Grid and DANC still have to run electricity and fiber respectively for service. The APA has accepted the application for Corasanti Hill tower project. They have begun the process of notifying neighbors of the project. Tarpon Towers is actively working on gaining access to the tower over the adjoining properties. The two funding sources for this project will be the crowd source funding and the Northern Borders matching grant. Progress is very slow, however, it is moving forward.

PARKS DEPARTMENT – Park's Department report attached to agenda and available online. Supervisor of Parks, Mike Bartolotti added that they are making good progress on the skating rink, but needs more cold weather. Trail work is needed on main trails and most used trails. Also need culvert work. Mike will need assistance from the Highway Department and use of their equipment. One trail that gets extremely wet needs to be re-built. Also stated that new markers are needed. He would like to take all the old ones down and start from scratch re-marking trails. Some trails also need to be on the maps.

ASSESSOR/CODES - Assessor and Codes/Zoning Officer, Aimee VanWie provides a report each month and is available online and attached to the agenda packet. Still need to advertise to get someone in the office for data collection.

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. Supervisor Frey added that the Information Office had trouble with the trail permit system, however, seems to be working again now. Supervisor Frey is reaching out again to Bonnie Baker about the Inlet portion of trail permits.

HIGHWAY

Superintendent Hansen reported on the numerous projects that they have been working on. In addition:

I would like to start by thanking my staff for stepping up while I was out sick for a few days.

Hauled garbage and recyclables

Plowed and sanded, cleaned sidewalks and parking lots

Did some work around the new building.

Dug water line for the new well at the library and cleaned up the mess left behind by the driller.

Patrolled roads for trees down during windstorms

Assisted Don Haehl by pulling a sewer pump behind town hall

Installed new tires on both dump trucks

Took down Shootout banner. Would still like to find a different place to hang these banners. Somewhere on the side of the road vs overhead. DOT will not allow anything like that to be constructed in their right of way. We have reached out to Scott at Rocky Point and he asked that we stake out the location and he would look at it and get back to us.

Coming Up

Plow and sand, clear sidewalks, parking lots. Haul Garbage and recyclables

If we ever get snow we will move it around to put on the snowmobile trails when time allows

Pick away at little jobs around the new building

I have a price from Pierson Enterprises to add a heat radiator in my office for \$1500.00.

Transfer Station

Open 4 days a week from 8AM-11:45AM then 1PM- 6:45PM Closed from 12-1 daily for lunch. Closed Tuesday, Wednesday, Friday.

The total money we took in for scrap metal for 2021 is \$13,216.30. Scrap metal prices were up this year which is good.

Superintendent Hansen also mentioned he would like to surplus his old plow truck. Councilman Townsend made a **MOTION** to surplus that truck and Councilman Levi **SECONDED** the motion.

5 AYES 0 NAYS Motion Carried

TOWN CLERK -

JUSTICE - Town Clerk read a letter stating that The Board must audit the justice books for 2021. Supervisor Frey added that we will review before the end of January and approve the audit at the next Board meeting.

RESOLUTION #04.22 - Councilman Schmid made a **MOTION** to support the APA Review Board per the resolution that was sent to the Board. Councilman Townsend Seconded the motion.

5 AYES 0 NAYS Motion Carried

There was discussion on the passing of Fred Monroe and how much him and his vast knowledge will be missed.

SUPERVISOR –

TOWNSEND LAND SWAP – Land swap just needs to be filed. This land swap was not done just to help the Townsend Estate sell, it made sense.

ST. ANTHONY RETAINING WALL – Discussion on the retaining wall in front of St. Anthony’s church and DOT’s non-willingness to correct this when they came through with the road work followed. There was an exhibit B of the agenda that spelled out the costs involved for the preliminary design work. Councilman Townsend made a **MOTION** to help support the project at this time, not to exceed \$10,000 for the design work. Councilman Levi **SECONDED**.

5 AYES 0 NAYS MOTION CARRIED

Discussion on possibly expanding the parking in the lower church parking lot for the Town followed. **PUBLIC COMMENT-**

Peter Funk asked if the Town will be considering the Memo of Understanding for the use of his property for a future cell site again at a cost of \$1200. Councilman Schmid made a **MOTION** to pay another year in case his property is utilized, Councilman Levi **SECONDED**.

5 AYES 0 NAYS MOTION CARRIED

LIFE ADK - Dan Kieferbach stated he has a meeting with the Town Clerk and Supervisor to continue

working on the Townsend Trail. They will meet tomorrow about 11:00 am. Conversation on the Road to the WWTP and the work that needs to be done followed.

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

5 AYES 0 NAYS MOTION CARRIED

A **MOTION** to pay General/Wastewater bills presented was made by Councilman Schmid **SECONDED**

by Councilman Levi.

5 AYES 0 NAYS MOTION CARRIED

EXECUTIVE SESSION - NONE

All business having come before this Board, Councilman Townsend made the **MOTION** to adjourn the meeting at 8:35 pm. Councilman Schmid **SECONDED**. Next regular meeting will be held February 8, 2022 at 7:30 pm.

Respectfully submitted, Yvonne Lutz, Town Clerk

**ASSESSOR/CODES
MONTHLY REPORT
January 2022**

CODE ENFORCEMENT

There were no new permits issued this month but many projects are underway. Construction on many of the projects have progressed even with the shortage of materials and high material costs.

ASSESSOR

Last year there were 30 arms length sales in Inlet the most in 11years, over 10 million dollars in sales value. The sales values compared to the assessed values of these sales average is 85%. Barry Baker is going to help me with the land tables in the RPSV4 system, this will help the reappraisal needed this year to maintain 100% valuation. I talked to William Hotaling Assessor in Town of Arietta they are working with Jim Basille on a Town wide reassessment project it will take 2 years and the cost is \$33,000.00. I recommend that the Town of Inlet Board consider planning for a Town wide revaluation within the next 5 years. This will bring all parcel information in the system up to date, giving whomever follows me in this office accurate values and a level field to build off.

Respectfully submitted,

Aimee VanWie

Inlet Parks Department Report for January 2022

Michael Bartolotti - Parks Department Supervisor

1. Shoveled Town Hall, Library, Post Office and other locations when necessary
2. Shoveled a portion of Town Hall's roof and broke up some ice dams
3. Groomed cross country ski trails regularly at Fern Park, Inlet Golf Club, and Limekiln Campground. Trails are in great shape
4. Groomed the sledding hill at Fern Park
5. Skating Rink is now open at Fern Park, resurfacing and cleaning of the rink is done daily. Lights are on 10am-10pm
6. Replaced a broken light in the warming room at Fern Park
7. Started trail work on the South West Perimeter Trail. Many downed trees and branches were removed from the trail. We were able to get the trail opened up from Intersection 33 to just over half way to Intersection 34. Hope to get back out there if weather allows
8. Opened up and packed down the Limekiln-FX Matt's Connector ski trail
9. Spent the day with the DEC doing trail work on the Limekiln Ski Loop. Cleared a large number of downed trees and branches, 5 mile loop is now skiable. This loop is a different trail than what we groom at Limekiln Campground, much more narrow and remote.
10. Started to work on designing a new map of the trails at Fern Park
11. Painted picnic tables and benches

**Information Office Report
Submitted by Department Head**

**of the month January 2022
Inlet Tourism Director Adele Burnett**

1. Balance in **Petty Cash** on January 31 was \$27.67.
2. From April 1, 2021 to January 31, 2022 this office processed 654 **snowmobile permits** for the 2020/21 season (347 Preseason (58 sold in March 2020,) 266 Seasonal, 13 Weekday, 20 Weekly, 8 Replacement.) Old Forge processed 11,999 permits (9,118 Preseason, 2,381 Seasonal, 81 Weekday, 347 Weekly, 6 Upgrade, 66 Replacement.) **I am still hoping Inlet might be able to offer an online shopping cart for snowmobile permits.**
3. During January 2022, \$200 was collected towards the **summer concert series**; and was given to the clerk to be deposited into the Publicity account 6410.412.
4. From January 2022, \$270 was collected for Arts in the Park and \$215 was collected for Fall Festival. During 2021's **Arts in the Park**, \$2,400 was collected from 27 vendors to reserve 30 sites in the 2022 Arts in the Park. During 2021's **Fall Festival**, \$2,235 was collected from 36 vendors to reserve 40 spaces in the 2022 Fall Festival. At the end of January there was 27 spaces available for "Arts in the Park" and 25 spaces available for Fall Festival (including 2 food and 2 non-profit.) Applications are available and can be found online at www.inletartsinthepark.com and www.inletfallfestival.com.
5. **The IABA's next regular meeting will be Tuesday, February 1 at Screamen Eagle & Zoom. The March 1st meeting will be at the Inlet Public Library. I am looking for locations for April, November & December.** There currently are 103 paid members, with 59 of them paid for 2022. Dues can be paid online at www.goinletny.com, sent in by mail, or dropped off in person to my office.
6. I will continue to try and keep **Inlet's Update Page** www.inletny.com/inlet/inlets-covid-19-updates updated with information about who's open.
7. Committees are continuing to make plans for Inlet's 20th annual **Frozen Fire & Lights**, including the return of kites on Fourth Lake and a new addition of Outhouse Races! Get your outhouse specs and more information about this February 26 event at www.frozenfireandlights.com. **Fireworks donations** can be dropped off to my office any time!
8. The **Shirt Design Contest** for this year's Community Pride Day has begun. The contest is open to all 9th grade students in Town of Webb UFSD, Long Lake CSD, Indian Lake CSD, Lake Pleasant CSD and Wells CSD with a deadline of February 18th. The deadline to be listed on this year's shirt is March 25th. Information about this event can be found at www.inletny.com/inlet/community-pride-day.
9. The **Black Fly Challenge** Committee has begun meeting and is very hopeful there WILL BE a 25th anniversary running of this race on June 11th. Information about sponsoring this event can be found at www.blackflychallenge.com.
10. I am expecting the new **sign for in front of the Town Hall building** from Luke Langworthy to replace the rotting one by the stairs will be ready to be installed this spring.
11. I am still waiting for **webcams in Arrowhead Park** - one looking towards Legion Square, one looking at the beach and another looking at the baseball field/playground.
12. Plans are moving forward with help from Steve Shanely and four other volunteers allowing the Inlet Youth Commission to offer free **skating/hockey instruction** at Fern Park. Tons of skates and equipment has been donated by families from the Clinton area for this, with much more still available. Skating will take place on Sundays 1-3pm and Tuesdays 6-8pm. Deadline to sign up – February 3.
13. Reminder - In addition to the calendar that hangs outside my office, there is a **google calendar** that shows when the **meeting room and the senior room** are being used. This makes it easy for those who have access to schedule meetings from anywhere without conflict. There is also a **Vacations/Out of the Office calendar** where it can be posted when employees will be out on vacation. This also is helpful, when it is used, for other departments. All department heads have been sent an invite to these calendars. If you need me to resend, just let me know.
14. There is also a **calendar on Google** that is visible to the public that I plan to keep updated with all Inlet events, meetings, etc. Click here to add it to your calendar:

1. <https://calendar.google.com/calendar/u/0?cid=aW5sZXRueS5jb21fNTRvamJyN2YxNWtmZ25qc3ZrdTljb21pbDRAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ>
2. **Information Office Window Hours** for February will be: Saturday 9:00 a.m.-6:00 p.m., Sunday & Monday 8:00 a.m.-4:30 p.m., Tuesday 8:30 a.m.-6:00 p.m., Wednesday & Thursday 8:30 a.m.-5:00 p.m. and Friday 8:30 a.m.-6:00 p.m. After speaking with Alexis, we decided there really is not a need for my office to stay open late on Fridays, but we will revisit this at the end of the season.
3. **Margie** has returned to regular hours for January through March and will also continue to fill in as needed.
4. Some **ongoing events/activities**: 5:00 p.m. on Tuesdays is Family Night @ Inlet Common School, 6:00-8:00 p.m. on Tuesdays is Skating @ Fern Park, 6:00 p.m. on Thursdays is Chess Night @ Inlet Common School, 1:00-3:00 p.m. on Sundays is Skating @ Fern Park.
5. Some of the **events & meetings** between this and the next town board meeting:
 - February 9 – Inlet Common School BOE 6:15 p.m. @ Inlet Common School
 - February 9 – Inlet Barnstormers BOD 7:00 p.m. @ Inlet Town Hall
 - February 15 – Community Forum 1:00 p.m. @ Zoom
 - February 15 – Inlet Barnstormers Membership 6:00 p.m. @ Inlet Town Hall
 - February 16 – Kite Planning 6:00 p.m. @ Screamen Eagle
 - February 17 – Book Club 4:00 p.m. @ Inlet Public Library
 - February 17 – American Legion Post #1402 7:00 p.m. @ Inlet Town Hall
 - February 19 – Chili Bowl Luncheon 12:00 p.m. @ View
 - February 21 – Inlet Volunteer Ambulance Squad 6:30 p.m. @ IVES Building
 - February 23 – Kite Planning 6:00 p.m. @ Screamen Eagle
 - February 23 – Inlet Planning Board 7:00 p.m. @ Inlet Town Hall
 - February 24 – CBIT Training 1:30 p.m. @ Zoom
 - February 26 – Frozen Fire & Lights www.frozenfireandlights.com
 - March 1 – Inlet Area Business Association 6:30 p.m. @ Inlet Public Library
 - March 1 – Central Adirondack Regional Corridor 3:30 p.m. @ Zoom
 - March 2 – Inlet Area Climate Smart Task Force 9:00 a.m. @ Inlet Town Hall
 - March 8 – Central Adirondack Regional Corridor 1:00 p.m. @ Zoom

Dates for 2022: (all dates are being monitored and will only take place if circumstances allow)

- February 26 – Frozen Fire & Lights
- March 12 – “Let’s Get Crooked!” @ Inlet Town Hall
- April 23 – Egg Hunt @ Arrowhead Park
- April 23 – Adult Egg Hunt @ Fern Park
- May 4 – Community Pride Day
- May 7 – Fire & Spice @ Seventh Lake House
- ~~May 13-15 – The “Otter” Paddlesports Event @ Frisky Otter Tours~~
- May 27-29 – Great Adirondack Garage Sale
- May 30 – Post #1402 Wreath Laying Ceremony @ Legion Square
- May 30 – Memorial Day Parade @ Inlet?
- June 11 – Black Fly Challenge @ Inlet & Indian Lake
- July 2 – Tom O’Carroll @ Arrowhead Lakefront
- July 4 – Jamie Notarthomas & Fireworks @ Arrowhead Lakefront
- July 9 & 10 – Maintain the Chain @ Fulton Chain of Lakes
- July 9 – Karen Savoca & Pete Heitzman @ Arrowhead Lakefront
- July 16 & 17 – “Arts in the Park” @ Arrowhead Park

- July 16 – Dan Duggan & Peggy Lynn @ Arrowhead Lakefront
- July 23 – Live Music @ Arrowhead Lakefront
- July 29 – “An Evening with the Symphony” @ Arrowhead Park
- July 30 – Inlet Classic Car Cruise & Show @ Arrowhead Park
- July 30 – Shakespeare in the Adirondack Park @ Arrowhead Lakefront
- July 30 – Shrinking Violets @ Arrowhead Lakefront
- August 5 – Aloha Friday @ Inlet
- August 6 – 6th & 7th Lakes Improvement Association Picnic @ Fern Park & Fireworks over Seventh Lake
- August 6 – Annie & the Hedonists @ Arrowhead Lakefront
- August 7 – Ice Cream Social @ Inlet Public Library
- August 13 – Dan Berggren @ Arrowhead Lakefront
- August 14 – Gary Rudd Memorial Golf Tournament
- August 20 – The Marvelous Mojos @ Arrowhead Lakefront
- August 27 – Fritz Henry @ Arrowhead Lakefront
- September 3 – The Jam Bones @ Arrowhead Lakefront
- September 10 – Adirondack Canoe Classic passes through Inlet
- September 17 & 18 – Inlet Fall Festival @ Fern Park
- October 1 – Adirondack Kids Day @ Arrowhead Park
- October 1? – IVES BBQ & Clambake
- October 28 – Trunk-or-Treat @ Inlet Community Church
- October 28 – Halloween Parade & Party @ IVES Building
- November 25-27 – Adirondack Christmas on Main Street
- November 29 – Holiday Open House
- December 10 – New York Shootout @ Chip & Cindy’s Track
- December 11 – Cookie Swap @ Inlet Town Hall
- December 31 – Champagne Bus