### Town of Union Vale Town Board Annual Organizational Meeting January 3, 2019 7:30 p.m.

#### **AGENDA**

1.	Call to Order	/ Salute to the Flag	

- 2. Town Supervisor Report and Announcements
- 3. Public Comments on Agenda Items
- 4. Discussion Items
- 5. Resolutions and Motions
  - 19.1 Establishment of Town Board Meeting Schedule
  - 19.2 Establishment of Town Hall Hours
  - 19.3 Establishing Undertakings to be Furnished by the Officers & Employees
  - 19.4 Acknowledgement of Appointment of Deputy Supervisor & Bookkeeper
  - 19.5 Authorizing Position of Deputy Town Superintendent Highways
  - 19.6 Acknowledgment of Appointment of Deputy Town Clerk & Tax Collector
  - 19.7 Town Board Official Appointments & Designations for the Year 2019
  - 19.8 Appointing and Reaffirming Members and Chairpersons to Boards, Committees, Commissions & Councils
  - 19.9 Setting Salaries and Wages for Elective Officers for 2019
  - 19.10 Establishing Salaries for Appointed Positions and Employees
  - 19.11 Appointment of Equestrian Director for Tymor Park Equestrian Center
  - 19.12 Setting the Holiday Schedule for 2019
  - 19.13 Resolution Authorizing of Specific Bills Prior to Audit Pursuant to Town Law 118
  - 19.14 Resolution Authorizing Town Supervisor & Deputy Town Supervisor to Comply with Administrative and Financial Requirement for the Year 2019
  - 19.15 Authorizations, Policies and Procedures for 2019
- 6. Old Business
- 7. New Business
- 8. Public Comment on Town Issues
- 10. Next Scheduled Meeting January 17<sup>th</sup>@ 7:30 p.m.

*To be announced-* Special Meeting (Executive Session) will be called to review Solar Contract *To be announced -* Public Hearing will be scheduled to review Solar Development Project

12. Motion to Adjourn

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 1 OF 2019:

#### 19-1 ESTABLISHMENT OF TOWN BOARD MEETING SCHEDULE

BE IT RESOLVED, that subject to the schedule set forth below, the regular meetings of the Union Vale Town Board will take place throughout the year 2019 on the third (3<sup>rd</sup>) Thursday of each month at 7:30 PM in the Meeting Room of Town Hall, in the Town of Union Vale, 249 Duncan Road, LaGrangeville, NY 12540.

BE IT FURTHER RESOLVED, that subject to the schedule set forth below the Town Board work sessions will take place on the first (1st) Thursday of each month at 7:30 PM in said meeting room, and that special meetings will be scheduled and advertised by posting the announcement on the town web site (<a href="www.unionvaleny.us">www.unionvaleny.us</a>) and the front bulletin board near the entrance to the Town Hall, with notification to the press; and

BE IT FURTHER RESOLVED, that the 2019 meeting dates are as listed below:

Ianuary 3	2019 Town Board Organizational Meeting
<b>)</b>	

January 17 Regular Meeting

February 7 Work Session Meeting

February 21 Regular Meeting

March 7 Work Session Meeting

March 21 Regular Meeting

April 4 Work Session Meeting

April 18 Regular Meeting

May 2 Work Session Meeting

May 16 Regular Meeting

June 6 Work Session Meeting

June 20 Regular Meeting

July 11 \* Work Session Meeting

July 18 Regular Meeting

August 1 Work Session Meeting

August 15 Regular Meeting

September 5 Work Session Meeting

September 19 Regular Meeting

October 3 Work Session Meeting

October 17 Regular Meeting

November 7 Work Session Meeting

November 14 \* Regular Meeting

December 5 Work Session Meeting

December 12 \* Regular Meeting

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 2 OF 2019:

#### 19-2 ESTABLISHMENT OF TOWN HALL HOURS

BE IT RESOLVED, that the regular hours of Town Hall and the following offices for the Town of Union Vale for the year 2019 shall be Monday through Thursday, from 8:30 AM to 4:00 PM, for the Assessor, Building, Zoning, Tax Collector and the Town Supervisor's office; the Town Clerk's Office is open from 9:30 to 4:00 PM.

The Recreation and Facility Rentals Office is open from 9:00 AM to 1:00 PM, Monday through Friday.

BE IT FURTHER RESOLVED, that from January through June 1, Town Hall will have Saturday hours from 9:00 AM – 12:00 Noon.

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 3 OF 2019:

## 19-3 ESTABLISHING UNDERTAKINGS TO BE FURNISHED BY THE OFFICERS AND EMPLOYEES OF THE TOWN OF UNION VALE

BE IT RESOLVED, that all the official bonds and undertakings by the officers, clerks or employees of the Town of Union Vale may be in the form of a blanket undertaking from any duly authorized corporate surety and said undertaking shall indemnify the Town of Union Vale against the loss of the type more particularly set forth in Article 2, Section 11 of the Public Officers Law.

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to purchase blanket insurance coverage from *New York Municipal Insurance Reciprocal* (NYMIR) in the amount of \$1,000,000 to indemnify the Town of Union Vale.

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 4 OF 2019:

#### 19-4 ACKNOWLEDGEMENT OF APPOINTMENT OF DEPUTY SUPERVISOR AND BOOKKEEPER

BE IT RESOLVED, that the Town Board of the Town of Union Vale, pursuant to Section 42 of the Town Law, does hereby continue the position of Deputy Supervisor and Bookkeeper which position shall be filled by appointment of the Supervisor; and

BE IT FURTHER RESOLVED, that Betsy Maas, Supervisor of the Town of Union Vale does hereby appoint and designate John Welsh to serve as Deputy Supervisor and Danielle Carney to serve as Bookkeeper for the year 2019, both to be compensated at a rate consistent with the salary established within the approved Town of Union Vale 2019 budget;

BE IT FURTHER RESOLVED, that the Deputy Supervisor and Bookkeeper are empowered to act on the Town Supervisor's behalf at her request.

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 5 OF 2019:

#### 19-5 AUTHORIZING POSITION OF DEPUTY TOWN SUPERINTENDENT OF HIGHWAYS

BE IT RESOLVED, that the office of Deputy Town Superintendent of Highways is hereby established for the Town of Union Vale;

BE IT FURTHER RESOLVED, the Deputy Town Superintendent of Highways shall be appointed by and serve at the pleasure of the Town Superintendent of Highways. During the absence or inability of the Town Superintendent of Highways to act, such Deputy shall act and be vested with all the powers and duties of the Town Superintendent as provided by law.

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 6 OF 2019:

#### 19-6 ACKNOWLEDGMENT OF APPOINTMENT OF DEPUTY TOWN CLERK AND TAX COLLECTOR

WHEREAS, the Town Clerk is authorized to appoint Deputies to Town Clerk/Registrar of Vital Statistics positions and a Tax Collector as that function operates out of the Town Clerk's office;

WHEREAS, Andrea Casey, Town Clerk/Registrar of Vital Statistics, has appointed Elizabeth Pancio as Deputy Town Clerk/Deputy Registrar of Vital Statistics and Joan Miller as Tax Collector of the Town of Union Vale for 2019; now therefore

BE IT RESOLVED, that the Town Board acknowledges the appointment of Elizabeth Pancio as Deputy Clerk/Deputy Registrar of Vital Statistics and Joan Miller as Tax Collector of the Town of Union Vale for 2019.

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 7 OF 2019:

#### 19-7 TOWN BOARD OFFICIAL APPOINTMENTS AND DESIGNATIONS FOR THE YEAR 2019

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby make or affirm the following appointments and designations for the year 2019:

#### **Appointments**

Assessor: Robert Taft

Assessor's Clerk: Michele Fredericks

Budget Officer: Betsy Maas

Building Inspector/ Code Enforcement Officer/

Fire Inspector / Zoning Administrator /

MS4 Coordinator: George Kolb

Building Inspector's Secretary / Land Use

Secretary / Tax Collector for 2019: Joan Miller

Constable in Charge: George Treadwell

Constables: Robert Casey, Timothy Craft, Ronald

DeGuisto, James Miller, Jack Harrington

Deputy Town Clerk: Elizabeth Pancio

Deputy Town Highway Superintendent: Brian Butts

Dog Control Officer: Mary Jean Calvi

Equestrian Center Director Loretta Ryan

Justice Court Clerk: Krista Rahemba-O'Sullivan

Municipal Park Manager: **Jacob Gosnell** Payroll Clerk: **Emily Barnes** Recycling Center Administrator: Tom St. Onge Registrar of Vital Statistics: Andrea Casey Senior Justice Court Clerk: Jill Jurina Camp Director and Recreation Supervisor: Shelly Knight Town Historian: Fran Wallin Town Justice: Raymond Jurina Town Justice: Paul Pancio

#### **Designations:**

Legal:

Van DeWater & Van DeWater, General Counsel Jeffrey S. Battistoni Van DeWater & Van DeWater, Land Use Counsel James Nelson

Engineering:

Clark Patterson Lee (formerly Morris Associates) Peter D. Setaro

Tom Harvey

Auditing: Theodore J. Eglit, Jr., CPA

IT Support Services: Sullivan Data Management

Insurance Brokers, General Liability, Fire &

Workers Compensation, Spain Agency: Brian Miles

Insurance Agency, Healthcare Insurance,

Paychex Insurance Agency: Helen Kimmerer

Insurance Companies: NYMIR for general fire & liability

Comp Alliance for workers' compensation

MVP and CDPHP for medical

Official Depositories: The Bank of Millbrook/Tompkins

Mahopac National Bank

Town Justices Depositories: Tompkins Mahopac National Bank

Official Town Publication: The Poughkeepsie Journal & Town Website

www.unionvaleny.us

Official Dog Kennel: Dutchess County SPCA, Hyde Park

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 8 OF 2019:

## 19-8 APPOINTING AND REAFFIRMING MEMBERS AND CHAIRPERSONS TO BOARDS, COMMITTEES, COMMISSIONS AND COUNCILS

WHEREAS, the Town Board of the Town of Union Vale is empowered to appoint residents to certain boards, commissions, committees and councils; and

WHEREAS, the Town Board of the Town of Union Vale is empowered to appoint members of boards, commissions, committees and councils as chairpersons;

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Union Vale does hereby appoint Kevin Durland to a seven-year term on the Planning Board expiring on December 31, 2025 and also appoints Mr. Durland as Chairperson of the Planning Board for the year 2019; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Jane Simpkin Smith as Chairperson of the Zoning Board of Appeals for the year 2019; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Dennis Dunning as a member of the Zoning Board of Appeals for a five-year term expiring on December 31, 2023; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint David McMorris as Chairperson of the Fire Advisory Commission for the year 2019; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby approve or reaffirm the following committees, commissions, council and boards. All appointments are at the pleasure of the Board unless otherwise noted or governed by applicable law:

Planning Board:		Zoning Board of Appeals:		
(7-year terms expiring on 12/	/31 of year listed)	(5 -year terms expiring on 12/31 of year listed)		
Kevin Durland, Chair	(2025)	Jane Smith, Chair	(2019)	
Pasquale Cartalemi	(2019)	Jeffrey Wimmer	(2020)	
Michael Mostachetti	(2020)	John Hughes	(2021)	
Karl Schoeberl	(2021)	Ilana Nilsen	(2022)	
Alain Natchev	(2022)	Dennis Dunning	(2023)	
Kaye Saglibene	(2023)			
Scott Kiniry	(2024)	Conservation Advi	sory Council:	
Alternates:		(Will be appointed later in 2019)		
Ralph Mondello	(2019)			
Larry Mattiello	(2021)			

#### **Board of Assessment Review:**

(5-year terms expiring on 9/30 of year listed)

Alice Pitz (2019) Susan Beuchele (2020) Thomas Murphy (2021) Robert Casey (2022)

#### **Fire Advisory Commission:**

(Appointed Annually)

David McMorris, UVFD, Chair

John Del Bene, UVFD

Kevin Durland, Planning Board Chair

George Kolb, Fire Inspector, Code Enforcement

Dan Richards, UVFD

George Treadwell, Head Constable

John Welsh, UVFD

#### **Ethics Advisory Board:**

(3-year terms expiring on 12/31 of year listed)

William Sadler (2019) Corrina Kelley (2019) Dennis Spinney (2020) Larry Mattiello (2020) Brian Johnston (2021)

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 9 OF 2019:

# 19-9 SETTING SALARIES AND WAGES FOR ELECTIVE OFFICERS FOR 2019

BE IT RESOLVED, the following elected positions be paid the following salaries for 2019:

Town Council Members:	\$ 5,933
Town Clerk:	\$45,598
Town Highway Superintendent:	\$60,382
Town Justice:	\$10,597
Town Supervisor:	\$20,060
Budget Officer:	\$ 3,035

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 10 OF 2019:

#### 19-10 ESTABLISHING SALARIES FOR APPOINTED POSITIONS AND EMPLOYEES

BE IT RESOLVED, that the salaries of all persons holding an appointed position and/or are employed full-time or part-time in the Town of Union Vale, and as fixed for their respective designated positions in the 2019 Town budget, shall be paid to the holder of such offices and positions and in accordance with the schedule annexed hereto.

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 11 OF 2019:

### 19-11 APPOINTMENT OF EQUESTRIAN DIRECTOR FOR TYMOR PARK EQUESTRIAN CENTER

BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Loretta Ryan, to serve as Equestrian Director for the Town of Union Vale for the year 2019 for an annual stipend of \$2500.

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 12 OF 2019:

#### 19-12 SETTING THE HOLIDAY SCHEDULE FOR 2019

BE IT RESOLVED, the Holiday Schedule for the Town of Union Vale for the year 2019 shall be:

- 1. New Year's Day Tuesday, January 1
- 2. Martin Luther King, Jr. Day Monday, January 21
- 3. President's Day (Washington's Birthday) Monday, February 18
- 4. Memorial Day Monday, May 27
- 5. Independence Day Thursday, July 4
- 6. Labor Day Monday, September 2

- 7. Columbus Day Monday, October 14
- 8. Veteran's Day Monday, November 11
- 9. Thanksgiving Day Thursday, November 28
- 10. Day after Thanksgiving Friday, November 29
- 11. Christmas Day (observed) Wednesday, December 25

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 13 OF 2019:

## 19-13 RESOLUTION AUTHORIZING PAYMENT OF SPECIFIC BILLS PRIOR TO AUDIT PURSUANT TO TOWN LAW § 118(2)

WHEREAS, the Town of Union Vale regularly incurs postage, freight, express charges, electric, gas, water, sewer, fuel oil and telephone services and other public utility charges (hereinafter "Utility Claims"); and

WHEREAS, Utility Claims must be paid in a prompt manner to avoid disruption of these needed services and to avoid financial penalties; and

WHEREAS, New York Town Law § 118(2) permits the Town Board to authorize the payment of certain claims in advance of the audit of such claim in addition to Utility Claims; and

WHEREAS, the Town Board has determined that it is in the best interest of the citizens of the Town of Union Vale to authorize the payment of specific charges in advance of the audit of such claim.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to issue checks and to pay in advance of audit specified bills and contracts, including principal and interest on Bonds and Bond Anticipation Notes, electric, telephone, postage, payroll and approved stipend payments including shared services payments for the Town Assessor and employee payroll deduction payments and disbursements such as health insurance premiums and retirement contributions as are recorded by the Finance Office.

Vouchers for all claims paid prior to audit shall be presented at the next regular meeting of the Town Board for audit pursuant to the provisions Town Law §119(1).

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 14 OF 2019:

# 19-14 RESOLUTION AUTHORIZING TOWN SUPERVISOR AND DEPUTY TOWN SUPERVISOR TO COMPLY WITH ADMINISTRATIVE AND FINANCIAL REQUIREMENTS FOR THE YEAR 2019

BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to sign bank checks, when necessary, for all Town business; and to authorize the Deputy Town Supervisor to sign bank checks, when necessary, in the absence of the Supervisor. The Town Board delegates to the Town Supervisor, and in her absence the Deputy Town Supervisor, the duties and responsibilities necessary for the day-to-day administration of the town.

### TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 15 OF 2019:

#### 19-15 AUTHORIZATIONS, POLICIES AND PROCEDURES FOR 2019

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Union Vale does hereby approve all of the following:

- 9.1 The frequency of compensation will be bi-weekly as determined by a 2018 Town Board vote for all employees. Temporary workers or volunteers receiving stipends will be paid at fiscal year end or as agreed upon.
- 9.2 Official meetings shall follow Modified Robert's Rules of Order as determined by the Supervisor or a majority of the Town Board.
- 9.3 The Rules of Procedure for official meetings shall be as follows: All comments and questions shall be addressed to the Town Board. Public comments on Agenda items shall take place prior to the consideration of any Resolution. Public comments on general town issues will take place following "New Business" or the close of the meeting. Speakers addressing the Board are generally given three minutes to speak in order to permit the meeting to stay on schedule and to be fair to all those who wish to speak.
- 9.4 All purchases are required to be made in compliance with Town Procurement Policy and all applicable laws.
- 9.5 All bills will be submitted on town vouchers for payment.

- 9.6 Vouchers are due to the Town Clerk's Office by all departments within the same week they were received by any vendor.
- 9.7 Mileage reimbursement for Town Officials and designated employees performing their duties while on official town business will be set at the IRS rate per mile or \$0.58 cents for 2019.
- 9.8 Petty Cash shall be distributed as follows and if needed: Tax Collector \$100, Town Clerk \$200, Park Manager \$200, Building Department \$100, Recycling Center \$100 and Highway Superintendent \$100.
- 9.9 The rental of <u>2 Tymor Park Road</u> shall be \$1,600 per month and the rental of <u>11 Tymor Park Road</u> shall be determined after the renovation plans have been approved.
- 9.10 Official Town Polling Sites for Districts 1 and 2 are the Union Vale Senior Center at 8 Tymor Park Road in Tymor Park, and the Fire House, Station # 1, 3373 Route 82, in Verbank for Districts 3 and 4.
- 9.11 The Highway Superintendent will submit proposed annual 284 Contract to the Town Board, fully completed with distances, locations and estimated pricing for review and approval before the Town Board Agenda Meeting in January.
- 9.12 Active members of the Union Vale Fire Company may be covered by the Town's medical insurance at their discretion and expense as per New York State Law.
- 9.13 Active members of the Union Vale Fire Company may purchase seasonal pool passes or annual Recycling Center permits for \$1.00 in recognition of and appreciation for their service to the Town.
- 9.14 Additional insurance coverage or benefits through AFLAC, New York State Retirement and New York State Deferred Compensation are available upon request.
- 9.15 The Town of Union Vale will follow NYS & Town of Union Vale FOIL Laws and will respond to FOIL requests within 20 business days, except in situations where the amount of information requested would make the 20-day turnaround impractical. The town will acknowledge all requests within 5 business days, as required by law. There will be a 25 cent fee per page for all documents requested and a \$5.00 fee for any CDs requested to copy voluminous information.

- 9.16 The Union Vale Town Board will hold a public hearing for general budget comments in August, and for comments on the Tentative Budget in September prior to official Town Board meetings. A third public hearing will be held on the Preliminary Budget prior to the October official Town Board meeting; and a fourth public hearing will be held prior to the November official Town Board meeting after which the 2020 Budget will be finalized by November 20th, 2019.
- 9.17 The Town Board will annually review and revise if necessary, the following documents, consistent with the NY State Comptroller's Guidelines and all applicable laws:
  - Town Financial Control Policies & Processes Policy
  - Credit Card Use Policies and Procedures
  - Town Procurement Policy and Procurement Explanation Form
  - Information Systems Usage & Security Policy
  - Cyber Security Citizen's Notification Policy
  - Employee Handbook
  - Town Escrow Policy
  - Town Master Fee Schedule
  - Investment Policy
- 9.18 Whereas Town Law requires the Town Board to audit the Supervisor's financial records before January 20th of each year, and whereas prior year financial records and reports are not usually available before January 20, therefore it is the policy of the Union Vale Town Board that the Union Vale Town Board will review and audit, or have reviewed and audited by an outside auditor the books and records of the Town Supervisor, Town Clerk, Tax Collector, Justice Court and the Building Department, prior to the end of May each year.

### Salary Schedule 2019

Title	Salary
Town Hall	
Assessor	\$19,097.00
Bldg. & Fire Inspector/CEO/Zoning	\$73,500.00
Admin	
Bookkeeper	\$45,225.00
Building Clerk	\$23.11/hr
Constable (5)	\$17.50/hr
Constable in Charge	\$500.00
Data Collector	\$20.00/hr
Deputy Supervisor	\$200.00
Deputy Town Clerk	\$17.69/hr
Dog Control Officer	\$7,727.00
Justice Court Clerk	\$5,789.00
MS4 Coordinator	\$1,500.00
Payroll Clerk	\$20.00/hr
Records Manager	\$258.00
Recycling Administrator	\$11,494.00
Recycling Personnel (3)	\$15.82/hr
Recycling Personnel Substitute	\$15.82/hr
Registrar of Vital Statistics	\$1,479.00
Secretary to the Assessor	\$32,450.00
Senior Justice Court Clerk	\$6,310.00
Tax Collecting Clerk	\$23.11/hr
Town Historian	\$617.00
Highway	
Deputy Town Highway Supervisor	\$26.11/hr
Motor Equipment Operator	\$25.86/hr
Motor Equipment Operator (2)	\$24.87/hr
Parks	
Maintenance Helper	\$15.00/hr
Maintenance Worker	\$24.61/hr
Maintenance Worker	\$18.00/hr
Municipal Park Manager	\$55,080.00
Recreation	
ASP/TGTT Director (2)	\$17.00/hr
ASP/TGTT Recreation Leader	\$17.00/hr
Assistant Camp Director	\$17.00-\$23.00/hr

Camp Aquatics Director (2)	\$16.00-\$22.00/hr		
Camp Director & Recreation	\$24.64/hr		
Supervisor			
Counselor	\$10.00-\$13.00/hr		
Equestrian Center Director	\$2,500.00		
Food Service Helper	\$10.00-\$14.00/hr		
Lifeguard	\$12.00-\$15.00/hr		
Parks & Recreation Secretary	\$19.37/hr		
Recreation Assistant	\$10.00-\$13.00/hr		
Recreation Events Coordinator	\$25,000.00		
Recreation Leader	\$13.00-\$17.00/hr		
Land Use			
Planning Board Chairperson	\$1,823.00		
Planning Board Member	\$100 per meeting attended		
Planning Board Member Alternate	\$100 per required meeting		
	attended		
Planning Board Secretary	\$23.11/hr		
Zoning Board of Appeals	\$1,823.00		
Chairperson			
Zoning Board of Appeals Member	\$100 per meeting attended		
Zoning Board Secretary	\$23.11/hr		