

UNION VALE TOWN BOARD MINUTES

AUGUST 18, 2016

TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY

7:00 PM

Members present: Supervisor Patricia Tompkins
Town Council: John Welsh, Steven Frazier, Corrina Kelley
David McMorris

The meeting was called to order and a flag salute at 7:00 PM

OPEN MEETING TO COMMENT ON AGENDA ITEMS

None

REPORTS OF TOWN BOARD

Supervisor Tompkins

The “Tri-Hoof-Alon” was held in August by Crosswinds Equestrian Center. The Supervisor wanted to thank the NY State Troopers, our Constables, the UVFD and Dave McMorris for making it safe and fun for everyone. Supervisor Tompkins also wanted to remind everyone that the Oktoberfest is scheduled for September 24th. East Fishkill Provisions is scheduled to provide all the food and desserts. Both Councilman McMorris and Supervisor Tompkins attended the CBGG municipal workshop on August 9, 2016. There they gathered some information to help receive grants for funding. She will follow up with the representative the following week regarding information for the parks and then will hand everything over to Councilman Welsh so that he may work with the towns grant writer, Jill Way. We were eligible for free bike racks from New York State which we were notified of in November of 2015. Jake Gosnell, Heads Groundkeeper, will arrange receiving it from this point. The kiddie pool will be closed for renovations beginning Monday as there has been much water loss due to a leak. A company has been called to assess the damages and come up with the best solution. Supervisor Tompkins also received some complaints from residents from the oil and stone on South Smith. It was reported it was not only messy but dangerous due to the road not having been swept after the work. The same residents also would like to request a weight limit sign to deter large trucks by Waterbury Hill Road as they have been knocking down wires. Councilman Frazier inquired where the trucks were headed and he was told the Sky Acres Airport. He reported that the wires should be at 14ft and above or marked if it’s lower than that as a warning. Since Mr. Wisseman was not in attendance they hope he can address the residents’ concerns in the future. Councilman Frazier further stated that not all municipalities practice the same methods for oil and stone when sweeping excess stone although he has not spoken to Richard Wisseman regarding the issue.

Supervisor Tompkins received a letter from Mary Jean Calvi from the Tymor Park Scholarship Committee asking to participate in Oktoberfest again with a raffle and permission for selling cotton candy. She handed the request to the Park staff as they are coordinating the Oktoberfest.

Councilman Welsh said he had nothing new to report but was doing a general review of all the policies and procedures and is hopeful some can be updated this evening.

Councilwoman Kelley had nothing to report.

Councilman McMorris said he was speaking to Health Insurance companies to renew NYMERS & McCabe for risk management as well as speaking with grant writers.

Councilman Frazier said he has been reviewing the handbook and there were a few sections he would like the attorney to take a look at. He also asked if there had been a response from DOT regarding the letter he sent. Supervisor Tompkins stated nothing had been received at this point. The construction end date is scheduled for around September 15th.

BOOKKEEPER

Ryan Courtien reported he spent much of the last month drafting the budget with Supervisor Tompkins and has met with the following departments: Parks & Recreation, Recycling, and Building Department. He said he will be meeting with Highway, Town Clerk, Media & Parks and Recreation again next week. A-Fund Expenses were \$179,890.22 A-Fund Revenue \$99,774.85. D-Fund Expenses \$16,528.66 D-Fund Revenue \$16,932.76.

HIGHWAY – No report

PARKS

Jake Gosnell reported that one of the Eagle Scout Projects is underway which is a ‘lean to’ and stated it looks very nice. He has a meeting with an applicant for a project and Mr. Gosnell suggested ADA picnic tables to build. The bike racks should be in soon as they have all the information from the Town. There is a full fall rental for the soccer fields. He is also looking at a price for wooden guardrails to close the parking lot very similar to the drawing Councilman Frazier created. He handed out a copy of his idea to the Board. Since Councilman Frazier’s drawing was already approved someone would try to find Mr. Gosnell a copy so they could coordinate as there were questions on this and Councilman Frazier suggested a meeting to square all the details.

Councilwoman Kelley asked if any of this should go through our Code Enforcement Officer as that is policy so everything meets specification and Supervisor Tompkins informed her that she had already spoke with George Kolb about this.

Supervisor Tompkins made a motion that Mr. Gosnell could purchase the materials needed for the project after Councilman Frazier and him met to discuss the specifications on estimate two, although both will work. The difference between the two designs is 8x8 or 6x6 wooden posts. Councilwoman Kelley countered the motion stating that it should be tabled until Mr. Gosnell and Councilman Frazier meet and decide which the best option is. Councilman Frazier agreed as did Supervisor Tompkins but stated she would like this done before Oktoberfest.

RECREATION

Jessica Dickenson reported that summer is almost over, tomorrow marks the day of the last day of the full 8 week summer camp program. Sports camp will be in session next week which is full. She would like to thank Shelly, PJ, Kathleen and Nieve for stepping up and helping as she has been transition to her new role. This weekend there will be an Adult Volley Ball Tournament and has been getting help from Beekman for coordination. Family Camping weekend will be the following weekend and campers can look forward to old and new activities. TGTT days will begin again as the school year approaches. The pool will be closing for the season on September 5 so enjoy the last days. The after school program has been attracting new participants and Ms. Dickenson would like to clarify that there is no cost to the town to have the Arlington schools drop kids off for the program because Tymor is in the school district. Oktoberfest is coming up September 25th from 12-7 rain or shine and \$5 admission. Dutchess Beer Distributors will be coming with German Beer, American Beer and Bud Light. There was further discussion about the types offered. East Fishkill Provisions will be doing a phenomenal job in supplying the food. She urged everyone to check out the Parks & Rec Facebook and website pages for updates on all park activities. Lastly, she has been working on the budget with the supervisor and bookkeeper for the 2017 year and appreciates the open line of communication between Supervisor Tompkins and the leadership team.

RECYCLING CENTER

The Solar panel report arrived which is 24 pages and very detailed which he offered to email the Board as there is a lot of information. He read the conclusion of the report which stated the area is favorable to solar use. Mr. St. Onge’s next step is to contact NYSERDA. The EPA requested this study and DEC accompanied them for the site visit.

They are able to do this on a concrete block as to not perforate the ground. The transition to single stream recycling has been great and he believes this will be a financial benefit as well as being easier at home and more efficient at the center. No money was spent in order to do this and it will be a permanent method from this point forward. The shed which is mostly unused will be given to the Tymor Scholarship Fund as they will get more use.

Lastly, Mr. St. Onge would like to thank Jerry Bocker and John, Mike and Pete for being there every weekend despite the weather they never complain.

Councilwoman Kelley asked if the donation bins that are onsite were able to be used by people without a permit to the center. Mr. St. Onge replied that all are welcome to donate in those bins as they are for charity.

DOG CONTROL- No Report

TOWN CLERK

Marriage Licenses - \$0; State Neutering Fund - \$50.00; Conservation Licenses - \$125.66; Recycle/Compact Fees - \$7,742.00; Recreation Fees - \$372,89.25; Town Fees - \$499.29 for a total for July of \$45,706.20.

ZONING BOARD OF APPEALS

\$250.00 - 1 variance application fee, \$155.45 for 2 Public Hearing notices for a total of \$405.45 collected by Zoning Board for the month of July.

PLANNING BOARD – No money collected

CODE ENFORCEMENT

Mr. Kolb submitted a report stating that 86 inspections were performed, 8 complaints received and 8 acted on, 14 building permits issued, 3 abstract letters, 18 resident/applicant meetings, 11 Certificates of Occupancy were issued for old permits, 11 Certificates of Occupancy/Compliance, 0 Fire Call Out, 0 Appearance tickets issued, 6 violation notices issued, 6 violations abated, 15 Plan Review Hours.

CONSTABLE – The report will be on file in the Town Clerks Office

MEDIA

Andrea Casey reported that they are aware of the audio and visual problems and are working through the issues as they transition the old equipment with the new equipment. She asked for everyone's patience as the team works through this transitional period.

Social Media and Cell Phone Policy Discussion

Councilwoman Kelley developed a cell phone policy and Councilman Welsh devolved a social media policy and this week Supervisor Tompkins and Councilman Welsh worked together to combined them. This was given out to the whole Board. Councilwoman Kelley asked what changes were made. Councilman Welsh said the part was removed about cell phone use and employee digression. Councilman Frazier suggested that rather than going over all the material and revisions at the meeting that they review it during the week and have it prepared for the next meeting. Councilwoman Kelley stated that they should do this during the meeting so the public could see how decisions were made. Councilman Frazier made a motion that everyone review the material and go over it at the next meeting to vote on it or make amendments. There was further discussion as the attorney was included on all notes and will assist in advising the Board. Councilman McMorris seconded the motion and all were in favor.

Employee Handbook Discussion

Supervisor Tompkins reported everyone is looking over each portion as is the rest of the Board she stated how important the Social Media/Cell Phone policy was as it is a new and needed addition to the handbook. She asked that everyone keep her updated with their revisions. Everyone agreed to work together to updated it soon.

Adoption of Local Options for Senior Star Program

Supervisor Tompkins explained that the Town's Assessor, Robert Taft, who is also the Assessor for Lagrange wanted to make a suggestion for the Senior Star Program. He would like the Town of Union Vale to adopt this policy which would allow Seniors and Veterans to file by grievance day rather than tax status day in March. This would also allow disability benefits to not be included in income calculation. This would allow them more access to the STAR program and enhanced STAR. Supervisor Tompkins asked that everyone review

it and stated she gave a copy to the town attorney and would like to vote on passing this at the next meeting.

Resolutions & Motions

Supervisor Tomkins stated there was one question from the public hearing regarding the municipal fees which was read from an email received a few moments before the Public Hearing last week by Councilwoman Kelley. Code Enforcement Officer George Kolb responded with a letter that he had drafted earlier in the week which Councilwoman Kelley read during this meeting.

RESOLUTION ADOPTING A DETERMINATION OF NON-SIGNIFICANCE PURSUANT TO NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) TO AMEND TOWN CODE FOR FEES, LAND USE

The following Resolution was offered by, Supervisor Tompkins seconded by Councilman Welsh, to wit:

WHEREAS, the Town Board of the Town Code for “FEES, LAND USE” in Local Law 1 of 2016 establishes amendments to the Zoning Code on fees for Land Use in the Town of Union Vale.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale, as lead agency, determines this action to be a Type II action under SEQRA and determines that no significant adverse environmental impacts will result from the adoption of the Local Law establishing guidelines and restrictions for signs in the town and that no further action is required under the SEQRA.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Supervisor Tompkins	Voting	Aye
Councilman Welsh	Voting	Aye
Councilwoman Kelley	Voting	Aye
Councilman McMorris	Voting	Aye
Councilman Frazier	Voting	Aye

Local Law No. 1 of 2016

Be it enacted by the Town Board of the Town of Union Vale as follows:

1. LEGISLATIVE INTENT.

The Town of Union Vale desires to amend the fee for an Abstract certificate letter of record for Residential and Commercial properties to \$250.00.

2. AMENDMENT TO TOWN CODE. Chapter 128-4 of the Town of Union Vale is hereby amending the following:

CHAPTER 128-4 FEES shall be amended and replaced with the following:

Abstract Certificate letter of record

Residential	\$250.00
Commercial	\$250.00 per occupancy flat fee

(An on-site inspection of both the exterior and interior of a residential or commercial property will be required prior to the issuance of Abstract certificate of record).

3. SEVERABILITY.

The invalidity of any word, section, clause, paragraph, sentence part or provision of this Local Law shall not affect the validity of any other part of this Local Law, which can be given effect within such part or parts.

4. REPEAL.

All ordinances, local laws and parts thereof inconsistent with this Local Law are hereby repealed.

5. EFFECTIVE DATE.

This Local Law shall take effect immediately after it is filed with the Secretary of State as provided in section twenty-seven of the Municipal Home Rule Law.

RESOLUTION AUTHORIZING THE ADOPTION OF “LOCAL LAW NO. 1 OF 2016” AMENDING CHAPTER 128-4 OF THE TOWN CODE OF THE TOWN OF UNION VALE ENTITLED “FEES, LAND USE”

The following Resolution was offered by Councilman Welsh, seconded by Councilwoman Kelley, to wit:

WHEREAS, the Town Board of the Town of Union Vale desires to adopt a local law in order to amend the Zoning Code, Section 128-4 of the Town Code entitled “FEES, LAND USE”, setting the fee for an Abstract certificate letter of record for both residential and commercial properties to \$250.00 and requires an on-site inspection of both the exterior and interior of the property.

WHEREAS, the Town Board of the Town of Union Vale authorized (i) Town Counsel to prepare an amendment to Chapter 128-4 of the Town Code entitled, “Fees, Land Use”; (ii) to initiate the process of environmental review of the proposed Local Law under SEQRA; and (iii) to set a public hearing date on the proposed Local Law for August 4, 2016 at 7:00 p.m., or as soon thereafter as public comment could be heard;

WHEREAS, notice of said public hearing was duly advertised in the Poughkeepsie Journal, the official newspaper of the Town of Union Vale, for the time period required; and

WHEREAS, on August 4, 2016 a public hearing was held at 7:00 p.m. at the Union Vale Town Hall and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law; and

WHEREAS, pursuant to Part 617 of the implementing regulations pertaining to said Article 8 State Environmental Quality Review Act (SEQRA) it has been determined by the Town Board that adoption of said proposed Local Law would not have the potential for a significant negative effect upon the environment and could be processed by other applicable governmental agencies without further regards to SEQRA; and

NOW, THEREFORE BE IT RESOLVED, that in accordance with the authority granted to it pursuant to New York State Constitution, Article 1X, Municipal Home Rule Law Section 2 et seq, the Town Board of the Town of Union Vale hereby adopts said Local Law No. 1 of 2016, a copy of which is attached hereto and made a part of this resolution, and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby authorized and directed to enter said Local Law No. 1 of 2014 in the minutes of his meeting and in the Local Law Book of the Town of Union Vale; and to give due notice of the adoption of said Local Law No. 1 of 2016 to the Secretary of the State of New York and the Town Clerk and Supervisor, if necessary, are hereby further authorized and directed to take all actions necessary to file Local Law No. 1 of 2016 with the Secretary of State.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Supervisor Tompkins	Voting	Aye
Councilman Welsh	Voting	Aye
Councilwoman Kelley	Voting	Aye
Councilman McMorris	Voting	Aye
Councilman Frazier	Voting	Aye

RESOLUTION AUTHORIZING PAYMENT OF PURCHASER ORDERS

The following Resolution was offered by Councilman McMorris, seconded by Councilman Welsh, to wit:

BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the payment of all General Fund Claims and Highway Fund Vouchers as set forth in the Abstract #8 of 2016, which is available in the Town Clerk's Office, and authorize the Town Supervisor to make all payments.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Supervisor Tompkins	Voting	Aye
Councilman Welsh	Voting	Aye
Councilwoman Kelley	Voting	Aye
Councilman McMorris	Voting	Aye
Councilman Frazier	Voting	Aye

Supervisor Tompkins stated this was added to the agenda today and asked if everyone was in favor of putting on agenda as a last minute item. No one opposed this addition.

RESOLUTION ADOPTING STANDARD WORKDAY REPORT FOR NYS RETIREMENT SYSTEM

The Following Resolution was offered by Supervisor Tompkins, seconded by Councilman McMorris, to wit:

BE IT RESOLVED, that the Town Board of the Town of Union Vale adopts the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employee's Retirement System, based on the record of activities maintained and submitted by these officials to the clerk of this body

RESOLUTION NYS RETIREMENT ACTIVITY REPORTING

Title	Name	Standard Work Day	Term Begins Ends	Days Months ROA	Participant Employer's Time Keeping System	Term
Supervisor	Patricia Tompkins	6	1/1/16 12/31/17	19.34	N	2
Clerk to Justice	Jill Jurina	6	1/1/16 12/31/16	4.56	N	1

Discussion:

Councilwoman Kelley questioned why Jill Jurina's days of reporting were blank. Mary Lou DeForest, Town Clerk, answered that it was 4.56.

Supervisor Tompkins made a motion to amend the resolution to add 4.56 to the reporting hours of Jill Jurina. The motion was seconded by Councilman McMorris and all were favor.

Councilman Welsh made the motion to allow payroll clerk, Kathy Hunt to report the information in the aforementioned resolutions to the State and Councilman McMorris seconded it. All in Favor.

OPEN MEETING TO NON-AGENDA ITEMS FOR DISCUSSION

Andrea Casey added to her report that the town channel and Town Board meetings are live on YouTube and can be watched online with a one minute delay. They will also be

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available shortly after the meeting airs on YouTube. All meetings are archived on the town channel and all services are free.

MOTION TO EXECUTIVE SESSION

Supervisor Tompkins made a motion to go into executive session at 8:14 PM to discuss personnel matters which was seconded by Councilman Welsh. All were in favor.

MOTION TO EXIT EXECUTIVE SESSION

Supervisor Tompkins made a motion to come out of executive session at 9:07 no money was spend and no decisions were made which was seconded by Councilman Frazier.

Councilman Frazier asked about the use of speech recognition software use for the Town Clerk minuets and Mrs. DeForest replied saying in speaking to other clerks there is not a product on the market that can recognize multiple speakers or voices and uses YouTube to transcribe the meetings.

MOTION TO ADJORN

Councilman McMorris made a motion to adjourn at 9:09pm and it was seconded by Supervisor Tompkins. The next meeting is scheduled for September 1, 2016

Respectfully submitted,

Andrea Casey

Andrea Casey, Deputy Town Clerk