

**UNION VALE TOWN BOARD MEETING JULY 20, 2017
TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY 7:00 PM**

PRESENT: Supervisor Tompkins

Councilmembers: Steven Frazier, John Welsh, Corrina Kelley, David McMorris

THE MEETING WAS OPENED WITH THE FLAG SALUTE.

At 7:00 PM Supervisor Tompkins opened the meeting.

PUBLIC COMMENTS ON AGENDA ITEMS

Barbara Borowski- Still Road, wanted to address the bookkeeping department as the report is on the agenda. She noted the escrow report was incomplete and requested that it be included in tonight report. She inquired about the placement of deposits, she also inquired about the \$41,000 owed from Habiague and asked if the Town is out any money was changed in 2016. She also inquired if bills were being paid late. She was specifically speaking about the General Fund and the office of the Bookkeeper and asked the Supervisor to address her concerns.

Supervisor Tompkins thanked her for her input and replied that she would reply in a timely manner to her concerns.

SUPERVISORS REPORT

Supervisor Tompkins reported that the comptroller's office is still here for the audit and she and the Town Clerk are assisting in proving requested documentation. She attended a Dutchess County shared service meeting with Bookkeeper, Ryan Courtien and Councilman McMorris at Locust Grove. Supervisor Tompkins also sent out a memo to all employees with the change in procedure. She also spoke with resident Mike Senkier about his work to establish a lower speed limit in Union Vale. She informed everyone the potential buyer for the Route 55 property had declined as he needs a larger space for his project. She also spoke about employee PTO and would like to speak to department heads and the board to get their feedback. The ethics committee response has a total of 8 applicants and the Supervisor would like to finalize the committee in the upcoming weeks. On a personal note, she expressed her gratitude for resident Ray Vail who will be retiring from delivering the Poughkeepsie Journal in Union Vale.

COUNCILMEMBERS

Councilman Welsh mentioned his attendance at Jacob Meister's Eagle Scout Ceremony and Jacob's contributions to the Park and Fire Department and wanted to publicly thank him and congratulate him for all his community involvement and civic pride.

Councilwoman Kelley spoke about a fund to implement picnic tables as well as, handicap accessible tables. She will meet with the Park to discuss infrastructure for the 5-year capital plan. *Councilman McMorris* responded to Mrs. Brozowski and also spoke with Town Clerk Casey about date stamping each voucher when they are received by the Town Clerks office. After which, each department head must process it and sign. It will be marked when submitted to the Bookkeeper after the councilmembers have signed. He also expressed the protocol for submitting invoices and paperwork for online orders so this is properly kept track of. He asks that all of this written down in a formal policy. *Councilman Frazier* has been speaking to other Town Board members of neighboring Towns regarding amending the prevailing wage policy and putting pressure on Albany and hopes to make some headway.

BOOKKEEPER

Mr. Courtien made a presentation on the shared services and spoke about his involvement in meetings regarding the project with the County.

He also reported \$82,412.00 dollars for a large portion of the Handicap Accessibly for the improvements to the parking lot at Tymor and spoke about other grant opportunities.

Mr. Courtien spoke about his time and things that were learned through the audit with the State Comptroller's office.

The Escrow funds that come in for different escrow accounts are kept track of in an excel document and are put in the same bank account as the general fund and he will speak to the board about best practice for this procedure. As the vouchers are paid, these expenses are put in the same excel document and he mentioned a procedure that is a work in progress with the Bookkeeping, Town Clerks office and Planning and Zoning secretary.

In response to the -\$41,000 he has few documents on this and believes it is tied to the ongoing litigating regarding this but would like to see prior documentation for confirmation. He will look further into what the funds were specifically for. Councilman Welsh inquired about the difference in the report from being -\$41,000.00 in June to then +\$1,400. Mr. Courtien replied

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that was regarding the review of his projects and wants to look back at prior records and has not seen anything thus far. He explained the late bills specifically regarding the Poughkeepsie Journal. He stated that there was much correspondence regarding the Town and Poughkeepsie Journal however they were unable to fulfill the request of the detailed statement regarding what the amounts were for.

He also spoke about the monthly reports that he gives and stated if more information is needed he will provide this. He further discussed his report and spoke about the excel spreadsheet for Revenues and Expenditures. He extended the offer to meet with the Town Board to go over the details more in depth.

Councilman Welsh inquired about where the money for the additional work needed after the grant money was used would come from. Mr. Courtien said \$138,000 was in the Parks and Recreation fund and Councilman Welsh said some of this money may be needed for the project. This could also be labeled as a capital improvement and this type of expenditure would also be an acceptable purchase.

Mr. Courtien explained the budget transfers for the upcoming resolution. He commented that this will not affect the bottom line on the original budget. The money received for the remediation from our insurance company in addition to the contingency will equal the expenses. He looks forward to discussing the budget more in depth each month as the 2018 budget is about to be prepared. Councilman McMorris commented on comingled funds and cited the money that was given from Cablevision and mentioned this is something that has been done for years although not necessarily best practice as it can be difficult to assess the amounts for each line item. Detailed reports of the break down is available in the Town Clerk’s office.

DOG CONTROL

June: 1 lost dog 1 found dog, 2 dog complaints and Mary Jean Calvi, Animal Control Officer met with the NYS Dept of Agriculture and Markets representative and it was determined everything was satisfactory.

CODE ENFORCEMENT

PERIOD OF: June 2017

SUBMITTED: July17, 2017

To: Supervisor Tompkins and Union Vale Town Board

The following report is submitted for your review for the monthly Code Enforcement Report

- 1. The installation of the Emergency Generator has been completed and issuance of the Certificate of Compliance has been filed.
- 3. The new policy for interior searches for Municipal searches is going well with a lot of sales currently happening in the Town of Union Vale. Significant numbers of permits have been issued for the legalization of items found during this process. We have been helping residents understand the process as well as efficiently legalizing work done without permits.
- 4. A meeting is scheduled with the Highway Superintendent and town P.E. to go over the town’s first drainage district for the Theresa Ct. sub-division.

This will entail what work the town will have to perform for compliance to MS4 regulation’s.

Work outline as follows:

Inspections preformed : # 78	Complaints received : # 6	Complaints acted on : # 6
Violation Notices issued : # 4	Violation abated : # 4	Appearance tickets issues: # 2
Building Permits issued : # 21	Residents meetings : # 21	Fire call outs : 0
Old Permit C/O’s issued : #18	Cert. Occupancy/Compliance #37	Plan review hrs. : # 15
Municipal Searches : # 8		

CONSTABLE REPORT

June 2017:

Constables patrolled approximately 741 miles of town roads for the month filling the Explorer with 35.1 gallons of gas.

The (3) court dates totaled 98 cases on the dockets with 61 actual appearances. There were no incidents to report.

Constables reported the following during patrols:

- * Worked Community Day and Fireworks traffic control with no incidents reported. 6/3
- * Court Room lights on and Sr. Room alarm not set.6/6
- * Upstairs Craft room door unlocked with alarm not set. 6/7
- * Upstairs Craft room door unlocked with alarm not set. 6/8
- * Back door to Kitchen unlocked with alarm set. 6/9
- * Sr. Room and park office lights left on with alarm set. 6/18
- * Sr. Building fire alarm beeping no trouble, silenced w/ system normal. 6/18
- * Maintenance shop lights on, with doors locked and alarm set. 6/18
- * Coyote spotted near pool area. 6/19
- * Town Hall doors locked with alarm not set. 6/20
- * Sr. Building basement lights on. 6/20

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- * Town Hall rear door unlocked with alarm set. 6/22
- * Gate to rear of park unlocked. 6/23
- * Boat House door frame damaged. 6/29
- * Upstairs Craft Room door unlocked with alarm not set. 6/30
- * Roof leak in women's room near maintenance shop. 6/30

Councilman McMorris mentioned that mandatory training will be due soon for weapons and legal updates to keep all the Constables current.

PLANNING BOARD

DATE RECEIVED	CHECK #		NATURE OF PAYMENT	AMOUNT
6/14/2017	101726173-8	Verbank Deli	Escrow Deposit - Initial Dep.	\$8,250.00
6/14/2017	8824	Scott Excavating	Escrow Deposit - Additional	\$4,000.00
		<i>Total Application Fees:</i>	<i>\$0.00</i>	
		<i>Total Escrow:</i>	<i>\$12,250.00</i>	
		<i>Total Miscellaneous:</i>	<i>\$0.00</i>	
TOTAL				\$12,250.00

NOTE Highlighted Blue payments were received by Building Inspector, George Kolb, forwarded to finance by George Kolb and copy of receipt received by Land Use Secretary.

ZONING BOARD

DATE RECEIVED	CHECK #	PAID BY	NATURE OF PAYMENT	AMOUNT
		No monies taken		
		<i>Total Misc.:</i>	<i>\$0.00</i>	\$0.00
		<i>Total Application Fee:</i>	<i>\$0.00</i>	
TOTAL				<i>0.00</i>

PARKS

The Sensory Board has been installed which was done by the Arlington HS seniors and makes a great addition to the park playground area. They would like to thank the staff for the quick turnover and coordination in efforts. Many residents have been volunteering their time doing various tasks such as trail upkeep and building a deck outside the park office and they thanked them for their time and skill. The ball fields are being done and will be finished next week. Supervisor Tompkins also mentioned that Jake Gosnell will be washing the Town Hall exterior this weekend.

RECREATION

- **Field trip**194 of us went to Mountain Creek waterpark today.
 - Summer **camp** is in full swing, session 3 begins on Monday.
 - **Positive feedback** about new arrival procedure with cars...we even greet the kids w songs and dancing when they arrive - check out videos on Facebook!
 - Summer camp **staff**, aquatics staff, concession staff. All making it happen. Very proud of them!
 - **Sensory station** installment provided by Arlington HS students - new piece to check out and play with. Includes ALS, Braille, Leaf rubbing, magnets, and more for all abilities
- #ThinkDIFFERENTLY mission Dutchess County
- **Pool** attendance has been up on weekends in comparison to last year. We urge everyone to use the pool on wknds between 11-6 and enjoy the concession stand.
 - **Pool** is also open from 12-7 on weekdays. We do share the pool with campers, and the public is still welcome.
 - **Daily passes** available at concession stand. \$3/children and seniors, \$5 res adult, \$? nonresident adult.
 - **Senior citizen** group...thank you for being wonderful and sharing your space, especially on the past few rainy Fridays!

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- Inter-Town **Adult Volleyball** has been ongoing since June - tournament is Aug 19th. **Thank you** to Jeanne, Beekman Red Director for keeping track of everyone's scores this year and managing the schedule. Could not do this without her!
- **Water aerobics** has begun!! Wednesday nights at 7pm, sign up for the whole thing or \$10 drop in at the door. Register online unionvalerec.com. Lastly, save the date because once summer camp is over and our after-school programming begins, we will be in **Oktoberfest** mode...again with food prepared by SmokeHaus deli of east Fishkill provisions. Oktoberfest will be held **Sunday, Sept 24th, 12-7pm**

RECYCLING

Mr. St. Onge is doing concrete work at the Recycling Center.

MEDIA

All the new microphones are installed and he hopes to correct the issues with the ‘audience microphone’ by next meeting. He will be ordering the phones shortly and hopes to run a test drive and troubleshoot any issues prior to full implementation. He spoke with Crosspoint and Magna5 our current providers to see if they could offer anything comparable to what he can install.

HIGHWAY

- Replaced two bad catch basins on Jennifer Hill along with 100 feet of new pipe.
- Repaired 3 catch basins on Dolly Ln and 1 On Cunningham
- Cleaned ditches and pipes on Robinwood & Walsh Road
- Picked up two separate piles of brush and debris. 1 on Perkins Ln and 1 on Cooper Drive
- Fixed the blacktop on 5 separate culvert crossings, 3 on N. Parlman and 2 on Tompkins
- Weed Whacked under all the guide rails in Town, over 2000 feet
- Boom mowed on Brush hill, Ricks Road & Wisseman again
- Installed a stop ahead sign on South Smith Road
- Removed a dead limb hanging over South Smith Road
- Cleaned a clogged ditch on West Clove Mountain Rd by Clubhouse Lane
- Removed a tree that fell across West Clove Mountain Rd
- Painted over some graffiti on North Smith Rd
- Removed a Tree limb on Still Rd

The 284 was received on Tuesday and Supervisor Tompkins did not have time to process the information as of yet. Councilwoman Kelley said all of her questions and concerns were answered however she would have liked it earlier to process all the data. She is willing to put it forth tonight if everyone agrees to vote. Councilmen Welsh agreed that this is much more in depth than the prior and he would like to vote on this as soon as possible as it is prime season for this type of work. Supervisor Tompkins said she feels she and the entire Board should consider the scope of this project before voting. Councilman McMorris stated he was reviewing this and was getting feedback up until today but sees the urgency of this needing to be completed. There was further discussion on the proper procedure for passing the 284 and the timeline needed to do it in.

TOWN CLERK

CODE					AMOUNT
A1255	Conservation License				\$115.00
A1255	Certified Copies				\$120.00
A1255	Copy Machine				\$1.50
A1255	Marriage License				\$0.00
A2001	Summer Camps				\$60,836.00
A2001	After School / TGTT				\$5,292.27
A2001	Equestrian Center				\$0.00
A2001	Facility Rentals				\$6,635.00
A2001	Other Rec. Revenues				\$580.00
A2012	Concession Stand				\$0.00
A2025	Swim Passes				\$10,934.00
A2089	Special Events				\$0.00
A2130	Recycle/Compact				\$6,122.00

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A2130	Refuse Bin				\$1,343.20
A2544	Spayed or Neutered				\$157.50
A2544	Unspayed & Unneutered				\$0.00
					\$92,136.47
Amount paid to Revenue Accounting Unit for Conservation Licenses					\$51.96
Amount paid to State Health Department for Marriage Licenses					
Total taken in for the month					\$0.00
Amount paid to NYS Dept. of Agriculture and Markets for neutering fees					\$25.00
					\$92,059.51

CANCELLING AUGUST 3RD

There was much discussion on to cancel this meeting. It was decided that there would be a special meeting on July 27th to pass the Highway 284.

Councilman Welsh made a motion to hold a special meeting on July 27th to replace the August 3rd meeting, this was seconded by Councilman McMorris and all were in favor.

There was further discussion on determining a date for the Ethics committee interviews

TOOL TENT ON ROUTE 55

A letter has not yet been received by the lessor and until they establish the applicants needs a fee cannot be ascertained.

COUNTY INCENTIVE PROGRAM

Supervisor Tompkins explained this a program for municipalities and school districts to come together to exchange ideas on how money can be saved for the tax payers. This entails sharing services which Union Vale has signed up for many. This must be put to vote in the form of a resolution by the Legislature then, it is given back to the town to vote on. After it passes it will be updated to each resident and how much is saved. There will be more information about further meetings.

FURNACE POND DAM

The Maintenance Department has emailed paperwork on moving forward with the Furnace Pond Dam issue. The Supervisor asks each to review and add input as to pass a resolution to adhere to the Head Grounds Keeper’s recommendation.

CDBG GRANT

Supervisor Tompkins said the grant has been approved thanks to Councilman Welsh, Jake Gosnell and Anne Saylor for helping the Town gain the grant which was allotted to the Town for the Tymor Parking lot. Quotes are being obtained and there is also a resolution in place for RFP’s. The question also presents how much work the Town wants to absorb on their own as the grant will cover a large portion, but not everything. An old quote Councilman Welsh found from Rob Mattes was: Item #4- 540 tons 18,000k estimate, binder included would be 98 tons which would be an additional 11K. There are different options for parking surface however Councilman Welsh thinks item 4 would be acceptable as it allows for proper drainage and this issue needs to be addressed as part of the scope of this project. He asks for input on surface and other items that would affect the project. Supervisor Tompkins said they must meet the specifications the county handed forth and then assess the Towns own issues and how to resolve them. She would like to wait and see how much the grant will cover and go from there. This will be an ongoing project and Jake Gosnell will contact Larry Paggi, Town Engineer for more input.

Superintendent Wisseman noted the pipe in the park needs to be replaced and he is also looking into guiderail as well that can be aesthetically pleasing. Supervisor Tompkins asked about possibly wooden guiderail as a potential idea.

Councilman McMorris also added his work with Europa McGovern on the NYSERDA grants will be finalized tomorrow.

5 YEAR CAPITL PLAN

Supervisor Tompkins advised that all department heads should gather information prior to budget planning on what needs to be fixed each year. Councilman McMorris stated that Supervisor Tompkins and Town Clerk Casey were working on completing the spreadsheets for shared services, he noted if a 5-year plan was completed it would have been easier to populate the different areas of the forms. Councilman McMorris advised that moving forward on a 5-year plan or at least 3-year plan would be beneficial. Although many changes will occur each year this will allow a platform to build on.

DEFENSIVE DRIVING

Councilman McMorris was working on this course held by NYMIR. It will cost the town, with a class of up to 40 people, \$23 per person. It is optional for our drivers and can be done on any day or weekend. Supervisor Tompkins said this can be offered to the UVFD or residents to fill the class and thinks it would be nice to extend the invitation. Councilman Welsh said any employees that are required to drive should be paid for, and everyone else should pay their own way. Although this would not decrease the Towns insurance it would make them more conscientious drivers. Councilman McMorris also noted there is an additional distracted driving class that he thinks would be a good addition with no additional cost. He will obtain more information and possible dates and times.

RESOLUTION #17-67 TO AUTHORIZE PAYMENTS

The following Resolution was offered by Councilman Welsh, seconded by Supervisor Tompkins, 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 #6 of 2017, 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:

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

RESOLUTION #17-68 AUTHORIZING BUDGET TRANSFERS AND AMENDMENTS

The following Resolution was offered by Councilwoman Kelley, seconded by Supervisor Tompkins, to wit:

BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the following budget amendments and transfer:

1. Amend 2017 Adopted Budget to Create Line ‘Tymor Park Remediation’ in Expenditure Account A1620.4 Buildings
2. Increase Revenue Account A2680 Insurance Recovery in the amount of \$72,782.00
3. Increase Expenditure Account A1620.4 Line Tymor Park Remediation in the amount \$72,782.00
4. Transfer from Line A1990.4 General Contingency to Line A1620.4 Tymor Park Remediation in the amount of \$73,081.00

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the following budget amendment and transfer:

1. Amend 2017 Adopted Budget to Create Line ‘Town Hall Generator’ in Expenditure Account A1620.4 Buildings
2. Transfer from Line A1990.4 General Contingency to Line A1620.4 Town Hall Generator in the amount of \$30,465.00

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the following budget amendment and transfer:

1. Amend 2017 Adopted Budget to Create Line 'Real Estate Appraisal' in Expenditure Account A1010.4 Town Board
2. Transfer from Line A1990.4 General Contingency to Line A1010.4 Real Estate Appraisal in the amount of \$1,250.00

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the following budget amendment and transfer:

1. Amend 2017 Adopted Budget to Create Line 'Code Book Update' in Expenditure Account A1010.4 Town Board
2. Transfer from Line A1420.4 Local Laws / Litigation to Line A1010.4 Real Estate Appraisal in the amount of \$3755.00

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

Councilman Frazier asked for supporting documents several days ago which were handed to him 30 minutes prior to the meeting. He asked this resolution to be tabled until next week so that he may review the corresponding documentation. Supervisor Tompkins explained that the presentation given by Bookkeeper Courtien was to explain the documentation for the transfers.

RESOLUTION #17-69 AUTHORIZING TOWN ENGINEER TO DRAFT REQUEST FOR PROPOSAL AND BID SPECIFICATIONS

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

WHEREAS, the Town of Union Vale desires to make certain improvements to the parking lot at Tymor Park; and

WHEREAS, improvements would include landscaping, safety, ascetics, drainage and improvements to handicap accessibility; and

WHEREAS, the Town Board of the Town of Union Vale is in need of Requests for Proposals (RFP's) and bid specifications based on the anticipated costs of these items and the Town of Union Vale Procurement Policy.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes Town Engineer, Larry Paggi, to draft specifications for the Tymor Park Parking Lot Improvement Project for RFP's and Bid Specifications based on the anticipated cost of the various projects; and

BE IT FURTHER RESOLVED, that once the specifications are complete, the Town Clerk is hereby authorized to advertise for RFP's and sealed bids based on the anticipated costs for the various projects and the Town of Union Vale procurement policy in the official newspaper of the Town of Union Vale.

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

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

RESOLUTION #17-70 TO PASS GENERAL REPAIRS ON HIGHWAY 284

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

BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the Highway Superintendent to proceed with the General Repairs section of the Highway 284 in the amount of \$83,736.00 upon 45 miles of Town Highways.

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

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

RESOLUTION #17-71 HOLDING SPECIAL MEETING/CANCEL AUGUST 3RD MEETING

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

BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes a special meeting on July 27th at 7:00PM to replace the August 3rd Town Board meeting

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

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

Supervisor Tompkins read a letter from Thomas Farmer regarding the scholarship committee. Mr. Farmer thanked everyone for their help with Community Day and announced the winners of this year are as follows:

Michael Asselmeyer in memory of Tim Lawlor & Jacob Pfeifer in memory of Charlie Rowe.

Councilman Frazier spoke about his concerns with passing the resolution for budget transfers and wanting to research the budget. Councilman McMorris noted that this was all shown in Mr. Courtien's presentation. Supervisor Tompkins mentioned that the transfer needed to happen from the emergency repair and vermiculite removal. There was further discussion on the matter.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

MOTION TO ADJOURN

At 9:09PM Supervisor Tompkins made a motion to adjourn which was seconded by Councilman McMorris. The next meeting will be July 27th at 7:00PM

Respectfully Submitted,
Andrea Casey
Town Clerk