

TOWN OF UNION VALE
TOWN BOARD
ANNUAL ORGANIZATIONAL MEETING
JANUARY 7, 2021
7:00 P.M.

AGENDA

1. Call to Order / Salute to the Flag
2. Acceptance of Minutes – December 17th, 2019
3. Supervisor’s Announcements/Correspondence
4. Public Comment on Resolutions
5. Resolutions:
 - 21.1 Approve Town Board Meeting Schedule
 - 21.2 Approve Town Hall Hours
 - 21.3 Set the Holiday Schedule for 2021
 - 21.4 Establishing Undertakings to be Furnished by the Officers & Employees
 - 21.5 Acknowledge Appointment of Deputy Supervisor & Bookkeeper
 - 21.6 Acknowledge Appointment of Deputy Town Clerk
 - 21.7 Continued Shared Services for Town Planning
 - 21.8 Authorize Town Clerk to Accept Recycling Center Fees and Issue Permits for 2020
 - 21.9 Town Board Official Appointments & Designations for the Year 2021
 - 21.10 Appointing and Reaffirming Members and Chairpersons to Boards, Committees, Commissions & Councils
 - 21.11 Setting Salaries and Wages for Elective Officers for 2021
 - 21.12 Establishing Salaries for Appointed Positions and Employees
 - 21.13 Appointment of Equestrian Director for Tymor Park Equestrian Center
 - 21.14 Resolution Authorizing of Specific Bills Prior to Audit Pursuant to Town Law 118
 - 21.15 Resolution Authorizing Town Supervisor & Deputy Town Supervisor to Comply with Administrative and Financial Requirement for the Year 2021
 - 21.16 Authorizing Supervisor to Sign Agreements within Budget Lines
 - 21.17 Authorize Attendance at Association of Towns Conference to be Held Virtually in February
 - 21.18 Authorize Renewal of Membership in NY State Municipal Workers’ Comp Alliance
 - 21.19 Authorize Credit Card and E-Check Payments for Property Taxes
 - 21.20 Consent Agenda: Authorizations, Policies and Procedures for 2021
6. Public Comment on Town Issues
7. Old Business
8. New Business
9. Next Scheduled Meeting: Thursday, January 21st, 7:30 p.m.
10. Motion to Adjourn

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 1 OF 2021:

21-1 APPROVE TOWN BOARD MEETING SCHEDULE

NOW, THEREFORE BE IT 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 the Meeting Room of Town Hall, in the Town of Union Vale, 249 Duncan Road, LaGrangeville, NY 12540; and

BE IT FURTHER RESOLVED, that subject to the schedule set forth below, the Regular Agenda Meetings of the Union Vale Town Board will take place throughout the year 2021 on the third (3rd) 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 front page of the town web site (www.unionvaleny.us) and the front bulletin board near the entrance to the Town Hall, with notification to the press as required by law; and

BE IT FURTHER RESOLVED, that the 2021 meeting dates are as listed below:

January 7	2021 Town Board Organizational Meeting
January 21	Regular Meeting
February 4	Work Session
February 18	Regular Meeting
March 4	Work Session
March 18	Regular Meeting
April 1	Work Session
April 15	Regular Meeting
May 6	Work Session
May 20	Regular Meeting
June 3	Work Session
June 17	Regular Meeting
July 1	Work Session
July 15	Regular Meeting
August 5	Work Session
August 19	Regular Meeting
September 2	Work Session
September 16	Regular Meeting
October 7	Work Session
October 21	Regular Meeting
November 4	Work Session
November 18	Regular Meeting
December 2	Work Session
December 16	Regular Meeting

INTRODUCED: Supervisor Maas SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 2 OF 2021:

21-2 APPROVE TOWN HALL HOURS

BE IT RESOLVED, that the regular hours for the Town Hall for the Town of Union Vale for the year 2021 are from 9:30 AM to 4:00 PM Monday through Thursday year-round and Saturdays from 9:00 AM to 12:00 PM January through June.

BE IT FURTHER RESOLVED, that the offices for the Town of Union Vale shall have hours as follows unless posted differently due to unforeseen circumstances:

Building, Planning & Zoning offices from 7:00 AM to 3:00 PM Monday through Thursday and Fridays by appointment; the **Town Supervisor, Finance & HR offices** shall be Monday through Thursday from 9:00 AM to 5:00 PM and Fridays by appointment; the **Town Clerk's Office** is open from Monday through Thursday from 9:30 to 4:00 PM and Fridays and evenings by appointment; the **Tax Collector's office** hours will be Tuesday, Wednesday & Thursdays from 9:00 AM to 2:00 PM and 9:00 AM – Noon on Saturdays; the **Tax Assessor** shall have regular hours from 7:30 AM to 11:30 AM on Tuesdays and Wednesdays and the **Deputy Assessor** will have office hours from 8:30 AM to 4:00 PM on Tuesdays and Wednesdays.

The Parks & Recreation and Facility Rentals Office, located at 8 Tymor Park Road, is open from 9:00 AM to 1:00 PM, Monday through Friday except in June, July and August when the office is open until 4:00 PM.

The Highway Garage, located at 844 N. Clove Road, does not have regular office hours but is accessible 24/7 for emergencies at: (845) 629-6519 or daily via email at edkadinghighway@unionvaleny.us.

INTRODUCED: Councilman Welsh SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 3 OF 2021:

21-3 SET THE HOLIDAY SCHEDULE FOR 2021

NOW, THEREFORE BE IT RESOLVED, that the Town of Union Vale does hereby establish the following Holiday Schedule to be observed by the Town of Union Vale personnel for the year 2021:

- | | |
|----------------------------|-----------------------|
| 1. New Year's Day | Friday, January 1 |
| 2. Martin Luther King, Jr | Monday, January 18 |
| 3. Washington's Birthday | Monday, February 15 |
| 4. Memorial Day | Monday, May 31 |
| 5. Independence Day | Monday, July 5 |
| 6. Labor Day | Monday, September 6 |
| 7. Columbus Day | Monday, October 11 |
| 8. Veterans Day | Thursday, November 11 |
| 9. Thanksgiving Day | Thursday, November 25 |
| 10. Day After Thanksgiving | Friday, November 26 |
| 11. Christmas Day | Friday, December 24 |

INTRODUCED: Councilman Welsh SECOND: Councilman Frazier

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u>Aye</u>
Councilman Frazier	<u>Aye</u>
Councilman McGivney	<u>Aye</u>
Councilman Welsh	<u>Aye</u>
Supervisor Maas	<u>Aye</u>

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 4 OF 2021:

21-4 ESTABLISHING UNDERTAKINGS TO BE FURNISHED BY THE OFFICERS AND
EMPLOYEES OF THE TOWN OF UNION VALE

WHEREAS, Officers and Employees of the Town of Union Vale are required to file an official undertaking to the effect that he or she “will faithfully discharge the duties of his or her office and promptly account for and pay over all moneys or property received by him or her as such officer, in accordance with law, or in default thereof” or the parties executing such undertaking will protect the Town;

NOW THEREFORE 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 company 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; and, “such undertaking will pay all damages, costs and expenses resulting from such default, not exceeding a sum, if any, specified in such undertaking”; and

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 against such default.

INTRODUCED: Councilman Durland SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 5 OF 2021:

21-5 ACKNOWLEDGEMENT OF APPOINTMENT OF DEPUTY SUPERVISOR AND
BOOKKEEPER

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Union Vale, pursuant to Section 42 of Town Law, does hereby continue the positions of Deputy Supervisor and Bookkeeper which positions shall be filled by appointment of the Town 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 2021, both to be compensated at a rate consistent with the salary established within the approved Town of Union Vale 2021 budget.

INTRODUCED: Councilman Frazier SECOND: Supervisor Maas

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 6 OF 2021:

21-6 ACKNOWLEDGMENT OF APPOINTMENT OF DEPUTY TOWN CLERK

WHEREAS, the Town Clerk is authorized to appoint a first Deputy Town Clerk to perform duties and responsibilities as assigned by the Town Clerk;

WHEREAS, Andrea Casey, Town Clerk has appointed Kathleen Wellman as Deputy Town Clerk of the Town of Union Vale for 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board acknowledges the appointment of Kathleen Wellman as Deputy Clerk of the Town of Union Vale for 2021.

INTRODUCED: Councilman McGivney SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 7 OF 2021:

21-7 CONTINUED SHARED SERVICES FOR TOWN PLANNING

WHEREAS, the Town previously entered into an Intermunicipal Agreement with the Town of LaGrange to share professional planning services; and

WHEREAS, Jennifer O'Donnell serves as the part-time Planner for the Town of Union Vale on a project- by-project basis; and

WHEREAS, it is the desire of the Town to continue said arrangement;

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor be and is hereby authorized to execute an agreement continuing the arrangement with the Town of LaGrange sharing services of a principal Planner, Jennifer O'Donnell by paying invoices as submitted for work performed; and

BE IT FURTHER RESOLVED, that the salary and benefits administration is with the Town of LaGrange.

INTRODUCED: Councilman Welsh SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland _____

Councilman Frazier _____

Councilman McGivney _____

Councilman Welsh _____

Supervisor Maas _____

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 8 OF 2021:

21-8 RESOLUTION AUTHORIZING TOWN CLERK TO
ACCEPT RECYCLING CENTER FEES FOR 2021

WHEREAS, the Town of Union Vale operates a Recycling Center on Rt. 55 and encourages both town residents and neighboring non-residents to utilize this facility;
and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Union Vale does hereby authorize the Town Clerk to issue Recycling Center Permits and Garbage/trash bag tickets consistent with the established financial processes as approved by the Town Board for the year 2021.

INTRODUCED: Councilman Durland SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 9 OF 2021:

21-9 TOWN BOARD OFFICIAL APPOINTMENTS AND DESIGNATIONS FOR THE YEAR 2021

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 2021:

Appointments

Assessor:	Robert Taft
Deputy Assessor:	Michele Fredericks
Budget Officer:	Betsy Maas
Building Inspector/ Code Enforcement Officer/ Fire Inspector / Zoning Administrator / Stormwater or MS4 Coordinator:	George Kolb
Constable-in-Charge:	George Treadwell
Constables:	Robert Casey, Timothy Craft, Ronald DeGuisto, James Miller, Jack Harrington
Dog Control Officer:	Mary Jean Calvi
Justice Court Clerk:	Krista Rahemba-O'Sullivan
Municipal Park Manager:	Jacob Gosnell
Registrar of Vital Statistics:	Andrea Casey
Senior Justice Court Clerk:	Jill Jurina
Summer Camp Director and Recreation Supervisor:	Shelly Knight
After School/TGTT/Aquatics Program Director	Alison Croke
Town Historian:	Fran Wallin

Designations:

Legal:	
Van DeWater & Van DeWater, General Counsel	Jeffrey S. Battistoni
Van DeWater & Van DeWater, Land Use Counsel	James Nelson
Engineering:	
Clark Patterson Lee (CPL)	Peter D. Setaro Tom Harvey
Auditing:	Theodore J. Eglit, Jr., CPA

IT Support Services: (formerly <i>Sullivan Data Management</i>)	Logically
Insurance Brokers, General Liability, Fire & Workers Compensation Spain Agency:	Brian Miles
Healthcare Insurance: Bond Benefits Consulting	Justin Chantra
Insurance Companies:	NYMIR for general fire & liability Comp Alliance for workers' compensation MVP and CDPHP for health insurance
Official Depositories:	The Bank of Millbrook and M & T Bank
Town Justices Depositories:	Tompkins Mahopac National Bank
Official Town Newspaper: Official Open Meeting Posting Location: Alternate "official" Newspaper:	The Northern Dutchess News Town Website - www.unionvaleny.us The Poughkeepsie Journal
Official Dog Kennel:	Dutchess County SPCA, Hyde Park

INTRODUCED: Councilman Frazier SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 10 OF 2021:

21-10 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 appointed Mr. Pat Cartalemi to a seven-year term on the Planning Board expiring on December 31, 2026 and does hereby appoint Mr. Cartalemi as Chairperson of the Planning Board for the year 2021; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale appointed Ms. Jane Simpkin Smith to a five-year term on the Zoning Board of Appeals expiring on December 31, 2024 and does hereby appoint Ms. Smith as Chairperson of the Zoning Board of Appeals for the year 2021; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Mr. Mike McPartland as a member of the Zoning Board of Appeals to fill a new term expiring on December 31, 2025; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Councilman Steve Frazier as Chairperson of the Fire Advisory Commission for the year 2021; 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:

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

- Pat Cartalemi, Chair (2026)
- Michael Mostachetti (2027)
- Karl Schoeberl (2021)
- Alain Natchev (2022)
- Kaye Saglibene (2023)
- Scott Kiniry (2024)
- Steve Diamond (2025)

Alternate (s):

TBD

Zoning Board of Appeals:

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

- Jane Smith, Chair (2024)
- Mike McPartland (2025)
- John Hughes (2021)
- Ilana Nilsen (2022)
- Dennis Dunning (2023)

Board of Assessment Review:

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

- Dave McMorris (2021)
- Robert Casey (2022)
- Susan Beuchele (2025)

Fire Advisory Commission:

(Appointed Annually)

- Steve Frazier, Chair, *Town Board*
- Jim Smith, *UVFD*
- Pat Cartalemi, *Planning Board Chair*
- George Kolb, *Fire Inspector, Code Enforcement*
- Dan Richards, *UVFD*
- Steve Schmoke, *UVFD*
- John Welsh, *UVFD*

Ethics Advisory Board:

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

- Brian Johnston (2021)
- Tom Martel (2022)
- Bill Keating (2022)
- Perry Gusikoff (2023)
- John Ryan (2023)

Conservation Advisory Council:

- Akiko Busch, Chair
- Rachel Peterson
- Pat Cartalemi, *ex officio*
- Jen Rubbo

INTRODUCED: Councilman McGivney SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

- Councilman Durland Aye
- Councilman Frazier Aye
- Councilman McGivney Aye
- Councilman Welsh Aye
- Supervisor Maas Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 11 OF 2021:

21-11 SETTING SALARIES AND WAGES FOR ELECTIVE OFFICERS FOR 2021

NOW, THEREFORE, BE IT RESOLVED, the salaries of the elected officials for the Town of Union Vale for 2021 will be as follows:

Town Supervisor & Budget Officer

Betsy Maas \$23,095

Councilmen

Councilman Durland \$5933

Councilman Frazier \$5933

Councilman McGivney \$5933

Councilman Welsh \$5933

Town Clerk & Registrar of Vital Statistics

Andrea Casey \$48,445

Tax Collector

Kathi Wellman \$8,640

Town Justices

Ray Jurina \$10,597.00

Paul Pancio \$10,597.00

Highway Superintendent

Edward Kading \$60,382

BE IT FURTHER RESOLVED, that said salaries are paid from the General Fund in bi-monthly installments.

INTRODUCED: Councilman Welsh SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Frazier Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Maas Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 12 OF 2021:

21-12 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 2021 Town budget, shall be paid to the holder of such offices and positions and in accordance with the Schedule A annexed hereto.

INTRODUCED: Councilman Frazier SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 13 OF 2021:

21-13 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 2021 for an annual stipend of \$2,500.

INTRODUCED: Councilman Frazier

SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 14 OF 2021:

21-14 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 some 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, 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.

BE IT FURTHER RESOLVED, that 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).

INTRODUCED: Councilman Durland SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 15 OF 2021:

21-15 RESOLUTION AUTHORIZING TOWN SUPERVISOR AND DEPUTY TOWN SUPERVISOR TO
COMPLY WITH ADMINISTRATIVE AND FINANCIAL REQUIREMENTS
FOR THE YEAR 2021

BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to sign bank checks 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.

INTRODUCED: Councilman McGivney SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 16 OF 2021:

21-16 RESOLUTION AUTHORIZING TOWN SUPERVISOR TO SIGN SERVICE AGREEMENTS
WITHIN BUDGETARY LINES FOR THE YEAR 2021

WHEREAS, there are service agreements that are budgeted and require the Town Supervisor's signature; and

WHEREAS, the Town Board is asked to authorize the Supervisor to sign any service agreements within the budget; and

NOW, THEREFORE BE IT RESOLVED, that the Supervisor be and hereby is authorized to execute all service agreements budgeted for 2021.

INTRODUCED: Councilman Welsh SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 17 OF 2021:

21-17 RESOLUTION AUTHORIZING ATTENDANCE AT THE NY STATE ASSOCIATION OF
TOWNS VIRTUAL CONFERENCE TO BE HELD IN FEBRUARY, 2021

NOW, THEREFORE BE IT RESOLVED, that only the Town Supervisor or one Town Councilperson may volunteer to attend the annual business session of the New York State Association of Towns to be held in February of 2021 and to cast one vote for the Town of Union Vale at the business meeting; and

BE IT FURTHER RESOLVED, that the Town Board of Union Vale authorizes the Town Supervisor, Town Council members, Town Clerk, Tax Collector, Land Use Board Chairs, Land Use Board members and other Town Officers to attend said meeting with advance approval of the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board encourages Land Use Board members to fully access classes during this year of VIRTUAL training to acquire hours towards the four hours of continuing education required annually; and

BE IT FURTHER RESOLVED, that the Town Board of Union Vale hereby authorizes that the elected officials and town officers authorized to attend the Association of Towns VIRTUAL Training Conference in February will have necessary business expenses reimbursed as deemed appropriate and necessary up to the collective amount approved in the 2021 budget for such training expense.

INTRODUCED: Councilman Durland SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 18 OF 2021:

21-18 RESOLUTION AUTHORIZING THE TOWN BOARD OF UNION VALE TO RENEW
MEMBERSHIP IN NY STATE WORKERS' COMPENSATION ALLIANCE FOR 2021

WHEREAS, the Town of Union Vale provides Workers Compensation coverage for Town employees and reviews the coverage annually;

WHEREAS, the Comp Alliance program is a not-for-profit, tax-exempt group self-insurance plan that was designed for public entities that offers good claims management and price stability;

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby renew the Town's Workers' Compensation policy through the NY State Municipal Workers' Compensation Alliance (Comp Alliance) with an effective date of January 1, 2021 – December 31, 2021;

BE IT FURTHER RESOLVED, that the Town Board does hereby authorize the Town Supervisor, Betsy Maas, to execute any documents necessary for the renewal of this policy.

INTRODUCED: Councilman Frazier SECOND: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 19 OF 2021:

21-19 RESOLUTION AUTHORIZING THE PAYMENT OF PROPERTY TAXES BY
CREDIT CARD AND E-CHECK

WHEREAS, Pursuant to § 5 of the General Municipal Law, the Town Board of the Town of Union Vale hereby determined in the year 2012 that it was in the public interest to permit the acceptance by certain officers of the Town of Union Vale of credit cards as a means of payment of fees and other charges, as set forth in § 5 of the General Municipal Law.

WHEREAS, Pursuant to § 5-b of the General Municipal Law, the Town Board of the Town of Union Vale hereby determines that it is in the public interest to expand that service and provide for the acceptance of credit cards and e-checks via the Town's Internet website as a means of payment of property taxes, penalties, special assessments and interest owed to the Town.

WHEREAS, in accordance with the provisions of General Municipal Law §§ 5 and 10, the Town is authorized to enter into agreements with one or more financing agencies or card issuers to provide for the acceptance, by such Town and its officers, of credit cards and e-checks as a means of payment of property taxes, penalties, special assessments and interest owed to the Town.

WHEREAS, any such agreement shall govern the terms and conditions upon which a credit card or e-check is proffered as a means of payment of property taxes, penalties, special assessments and interest, shall be accepted or declined and the manner in and conditions upon which the financing agency or card issuer shall pay to such local government the amount of property taxes, penalties, special assessments and interest, paid by means of a credit card or e-check pursuant to such agreement.

WHEREAS, the Town Board hereby designates the Town Supervisor and the Tax Collector and their respective deputies as the officers charged with the duty of collecting or receiving moneys on behalf of the Town, and said persons are hereby authorized to accept credit cards or e-checks as a means of payment of property taxes, penalties, special assessments and interest via municipal Internet website.

WHEREAS, the agreements referred to in this article shall provide that as a condition for accepting a payment by credit card or e-check, such person offering payment by credit card or e-check shall pay a convenience or service fee to the processing company the Town has entered into an agreement with;

WHEREAS, such convenience fees to be paid by the taxpayer currently are 2.45% for credit card processing and \$1.75 for e-check processing, all of which is paid to the processing company and none of which accrues to the Town. Any future fee changes will be posted on the Town's Internet website. Let it be further known that any credit card information or banking information which is

entered into the processor's system via the Town's website will not be seen or retained by the Town;

WHEREAS, (A). In the event of the payment of taxes via the Internet, the Town of Union Vale shall provide a confirmation page to the taxpayer following the completion of the Internet transaction. Such confirmation page shall include at least the following:

- (1) The date the Internet transaction was completed and sent by the taxpayer; and
- (2) A notice to the taxpayer to print out and retain the confirmation page as his or her receipt.

(B). Payment received via the Internet shall be considered received by the appropriate officer and paid by the taxpayer at the time the Internet transaction is completed and sent by the taxpayer.

BE IT RESOLVED, the underlying debt, lien, obligation, bill or other amount owed to the local government for which payment by the Internet is accepted by the local government shall not be expunged, canceled, released, discharged or satisfied, and any receipt or other evidence of payment shall be deemed conditional, until the government has received total and unconditional payment for the full amount due.

BE IT FURTHER RESOLVED, that the Town Board does hereby authorize the Town Supervisor, to execute the documents necessary for establishing e-check processing in conjunction with the credit card processing already established.

INTRODUCED: Supervisor Maas SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 20 OF 2021:

21-20 AUTHORIZATIONS, POLICIES AND PROCEDURES FOR 2021

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

- 20.1 The frequency of compensation will be bi-weekly as determined by a 2019 Town Board vote for all employees. Temporary workers or volunteers receiving stipends will be paid at fiscal year-end or as agreed upon.
- 20.2 Official meetings shall follow Modified Robert's Rules of Order as determined by the Supervisor or a majority of the Town Board.
- 20.3 The Rules of Procedure for official meetings shall include the following:
 - All comments and questions shall be addressed only 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 prior to the close of the meeting.
 - Speakers addressing the Board are 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.
 - Speakers cannot cede their time to other speakers.
 - Given that Regular Town Board meetings are legislative sessions and not public hearings or question and answer sessions, residents who want to engage in lengthy conversations are encouraged to attend work sessions or to request meetings at town hall to inquire about or discuss important topics.
- 20.4 All purchases are required to be made in compliance with Town Procurement Policy and all applicable laws.
- 20.5 All bills will be submitted on town vouchers for payment.
- 20.6 Vouchers are due to the Town Clerk's Office by all departments within the same week they were received by any vendor.
- 20.7 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 56 cents for 2021.
- 20.8 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.

- 20.9 The rental of 2 Tymor Park Road shall be \$2500 per month (or as negotiated and approved by the Town Board) and the rental of 11 Tymor Park Road shall be a market rate.
- 20.10 The official town polling site for Election Districts 1 and 2 is the Union Vale Senior Center at 8 Tymor Park Road in Tymor Park, and for Election Districts 3 and 4 is the Fire House, Station # 1, 3373 Route 82, in Verbank.
- 20.11 The Highway Superintendent will submit a proposed annual 284 Contract to the Town Board, complete with distances, locations and estimated pricing for review and approval after completing an assessment of the town roads and culverts in Q1 of 2021.
- 20.12 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.
- 20.13 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.
- 20.14 Additional insurance coverage or benefits through AFLAC, New York State Retirement and New York State Deferred Compensation are available upon request.
- 20.15 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¢ fee per page for all documents (sized 8½" x 11") requested, and a \$5.00 fee for any CDs requested to copy voluminous information. In addition, requests for voluminous information that require more than two hours to search, assemble, scan, print or email will be charged an hourly rate of \$30.00.
- 20.16 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 or during the November official Town Board meeting after which the 2021 Budget will be finalized by November 20th, 2021.

20.17 The Town Board will annually review and revise if necessary, the following documents in Q1 of the new year, 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 (includes Internet Policy)

Cyber Security Citizen's Notification Policy

Employee Handbook

Town Escrow Policy

Town Master Fee Schedule

Financial Processes for Tax Collector and Town Clerk

Cash Handling Procedures for the Recreation Department

20.18 Whereas Town Law requires the Town Board to audit the Supervisor's financial records before January 20 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.

INTRODUCED: Supervisor Maas SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Frazier	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

Schedule A: 2021 Salaries

Title	Salary
Town Hall	
Chief Enforcement Officer/Zoning Administrator/Building Dept. Mgr.	\$79,568
Bookkeeper	\$47,979
Building Clerk	\$24.51/hr
Constables	\$18.57/hr
Constable-in-Charge	\$500
Data Collector	\$16.00 - \$20.00/hr
Deputy Supervisor	\$200
Deputy Town Clerk	\$20.60/hr
Dog Control Officer	\$8,198
Justice Court Clerk	\$5,963
MS4 Coordinator	\$1,500
Recycling Personnel	\$16.78/hr
Deputy Assessor	\$34,427
Senior Justice Court Clerk	\$6,499
HR/Payroll/Secretary	\$24.31/hr
Town Events Coordinator	\$24.31/hr
Town Historian	\$635
Highway	
Seasonal – Full Time Crew (MEOs)	\$20.00 - \$27.70/hr
Parks	
Maintenance Helpers – Maintenance Workers	\$16.48-\$26.12/hr
Municipal Park Manager	\$59,740
Recreation	
ASP/TGTT Director	\$21/hr
ASP/TGTT Recreation Leader	\$14-\$19/hr
Assistant Camp Director	\$17/hr
Equestrian Center Director/ Athletics/Coaches (stipend)	\$1,500 - \$2,500
Camp Aquatics Director	\$21/hr
Camp Director & Rec Supervisor	\$25.38/hr
Camp Nurse (stipend)	\$2,000
Counselor	\$10-14/hr
Food Service Helper	\$14/hr

Lifeguard	\$12-\$16/hr
Parks & Recreation Secretary	\$21.63/hr
Recreation Assistant	\$10-\$19/hr
Recreation Leader	\$14-\$19/hr
Land Use	
Planning Board Chairperson	\$1,823
Planning Board Member	\$100 per meeting attended
Zoning Board of Appeals Chairperson	\$1,823
Zoning Board of Appeals Member	\$100 per meeting attended
Land Use Secretary (for both boards)	\$24.51/hr