

**UNION VALE TOWN BOARD MEETING FEBRUARY 15, 2018  
TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY 7:00 PM**

**PRESENT:** Supervisor Maas

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

**THE MEETING WAS OPENED WITH THE FLAG SALUTE AND A MOMENT OF SILENCE FOR THE VICTIMS OF PARKLAND FLORIDA**

**MOTION TO ENTER EXECUTIVE SESSION**

Councilman Welsh made a motion at 7:01pm to enter executive session for the purpose of conducting interviews. This was seconded by Councilman McMorris and all were unanimously in favor.

**MOTION TO EXIT EXECUTIVE SESSION**

Councilman Welsh made a motion at 7:29pm to exit executive session for the purpose of conducting interviews. This was seconded by Councilman McMorris and all were unanimously in favor. Supervisor Maas stated no money was spent however they did conduct an interview and would like to vote on that at this time.

**APPOINTMENT TO ZONING BOARD OF APPEALS**

Councilman Welsh made a motion to Appoint Dennis Dunning to the Zoning Board of Appeals to complete the term of Daniel Tuohy who has resigned and the term will last the remainder of 2018. Councilwoman Kelley seconded the motion and all were unanimously in favor.

**MOTION TO APPROVE MINUTES**

Councilman Frazier made a motion to approve the January 18<sup>th</sup>, 2018 Town Board minutes which was seconded by Councilman Welsh and all were unanimously in favor.

**SUPERVISOR REPORT**

Supervisor Maas spoke about the cash flow statement and how it will always reflect the prior months income. She noted that they were lucky to receive the 2018 pre-payment property tax money as it was more than when compared to other January's. She highlighted the following items: The franchises fees are a one-time annual payment from Cablevision that occurs in January in the amount of \$15,000. Recreation fees have just begun and will increase as the season approaches. On the 'cash out' she highlighted the \$58,688 is a one-time annual payment every January for the \$765,000.00 bond from the Bond Anticipation Note. The will eventually cap out at 70K and 2031 the principal and interest payments will be complete. Works Comp payment of \$15,000 is also a one-time payment which is purchased through Dutchess County. In the upcoming meetings she would like to review the Towns outstanding debt.

\*(See last page for January 2018 Consolidated Cash Flow Statement)

Councilman Welsh asked if the Town could pay the Fire District the funds in February.

Supervisor Maas said they would and abide by the date of payment which should be in February or early March. She and the tax collector will check and make sure the payment is taken care of at the appropriate time.

**Recreation Department Financial Review**

Supervisor Maas spoke about the parks and recreation department and how they reviewed the programs and services offered to gather information and look at it in a different way. She said the park maintenance fees total \$255,000 for things such as mowing and general upkeep. The recreation expenses total \$530,248.00. The projected expenses for 2018, which is similar to 2016, total \$785,000.00 to maintain the park and offer recreation programs. After analyzing the projected revenues for Recreation which are \$405,000.00 and separating the park expenses it was determined the projected loss would be \$125,000.00 for 2018. In order to correct this deficit, the Town Board with much help from the Park and Recreation Managers was able to identify \$130,000.00 worth of budget cuts after extensive review. The Board is hopeful the revenue will increase and the Parks & Recreation department will come to discuss how this will positively impact the Town. Supervisor Maas encouraged residents to help support by giving input and ideas.

**Progress on Audits & Policy Manuals**

Supervisor Maas said all will attend training classes that will assist in completing these and

hopes that a draft can be produced as early as next month. The cash audits are nearly complete and the AUD has begun and the Supervisor audit will happen after this.

### **IT Systems Assessment**

There was a Systems IT assessment done and it will be reviewed with the Board. Over the years the Town has underspend in IT and although not extensive, this will require purchases to occur. A response to the OSC office will need to be completed by March 1, 2018.

### **Board Member comments**

*Councilman Frazier* attended a Salt use forum at Cornell Coop. He believes there is a brining application which is a salt water mixture that can be placed on the road as far in advance of 2 weeks before a storm in place of rock salt. This will allow the Highway Department to apply this during a regularly scheduled work day rather than incurring overtime during the storm. This will provide extensive cost and time saving measures in labor and salt use. Another item that the Town may benefit from is referred to as an 'active trip edge'. This is a single piece of steel across the bottom of the plow referred to as the "cutting edge" the active trip edge has a 1 ft. sections that can respond the divots in the roads and helps with snow clearance. He will look into this with the Highway Superintendent and research this further. He also investigated a company that can audit the Towns cable bills. Councilman McMorris state this was done however only 1 year was allowable due to the Contract with cablevision.

*Councilwoman Kelley* spoke about the new Town seating arrangement with viewing. She requests if a Town Board Meeting schedule could be determined for those that watch on channel 22. She and Supervisor Maas will be attending UVMS to meet with Scott Wood, the Principal, to integrate the middle schoolers into the community especially to senior citizens in need and the Union Vale Recycling Center. She spoke about school security and their proximity to the Town and how to respond to an emergency. She also spoke about the Arlington Highschool internship program and creating a partnership to bring the community and government together. She also spoke about the retirement benefit issues and the years from 2003 to 2018 and their authority to correct that. She would like legal advice on how to address this for this time period. Supervisor Maas said they would take consideration of this. She also spoke about the concerns with senior citizens and communicating their emergency needs and establishing a program and asks for input to help those at risk.

*Councilman McMorris* has been working with Councilman Frazier with IT and security issues and *Councilman Welsh* spoke about reviewing the finances and concrete plans for running in the black. He is also selecting classes that are pertinent to the current situations to benefit for that. There will also be a purchase of new mower for the Parks department and this will be discussed in March with full specifications. Councilman Frazier gave his input on the machine as he has the same machine for Town of Wappinger. Supervisor Maas wants to discuss the way in which things can be paid for so nothing is missed. As an example, she mentioned the INF LED lighting with a cost of \$19,000.00 for the program and rebate in the estimated amount of 6,500.00 from Central Hudson and the net would be around \$12,000.00. After it was embraced there was thought to be not enough money to pay for it. Unfortunately, our former Bookkeeper sought out a finance company and a contract was signed with a 12.5% interest rate which cannot be avoided. Now the Town is responsible for pay \$25,000.00 at the end of the time period once everything is paid off. Due to this she would like an inventory and full information as this was something that could have been paid for with Fund Balance. Councilman Welsh asked if there were any department surpluses to auction. This is also an ongoing item inventory and the Highway Department should have some but the Parks Department had many items last year.

**Town Highway Superintendent Report:** No report as the Highway Superintendent is out sick.

### **Town Clerk**

Town Clerk Casey reported a new website feature entitled "Town Calendar". This tab complies all Town related events, meetings and reminders all in one place.

### **Town Fee Schedule**

This will be a step ahead for the budget meetings, these are still be reviewed by departments and will be complete in the next week and voted on in March.

### **Saturday Morning Hours**

Joan Miller, receiver of taxes, could not be at the meeting but asked Supervisor Mass to remind every that February 1- June 30 from 9-12 (noon).

### **JCAP Grant for Courthouse Cameras**

Councilman Frazier said he had done research with the camera equipment and has had good results with the cameras we have at the park which are 5mega pixel camera and 4 terra byte DVR all are IP cameras with ease of installation and quality. It is offered cheapest by NewEgg rather than Amazon. This project will cost less than \$3k. Councilman McMorris said the Parks department can install this in-house. Supervisor Maas said the Justice Court provided the grant in order to obtain this and stated we have up to 6K in funds. She also asked for communication between Councilman Frazier and Jake Gosnell to finalize the project.

### **MOTION TO PURCHASE COURT/TOWN HALL CAMERA SYSTEM**

Councilman McMorris made a motion to purchase a system and installation equipment from Newegg.com not to exceed the grant money of 6k and for the installation to be done by the Parks Department. This was seconded by Councilwoman Kelley and all were unanimously in favor.

Councilwoman Kelley inquired as to if the hourly rate of the employees could be included in the grant money since they would be doing the installation. Councilman Welsh said the money was given therefore we can use it at the Towns digression to complete the project. Councilman Frazier said one place to spend extra funds is to increase the DVR recording space.

### **Historical Society**

Resident and Historical Society member, Peter Bonk, came to request for funding for landmark sign for the Historical Society. On a side note mentioned they also need new members and invites all to join and announced the new meetings will be the 1<sup>st</sup> Wednesday of each month. They have been working on this particular project for 2 years by seeking the property owner's permission. Mr. Wade owns what used to be a freight house station in Verbank and referenced the railroad that used to run through the Town for carrying dairy farm products. They would like to place a historical plaque on the property to allocate this and bring remembrance. He then described the signs appearance and spoke further about the history. He seeks money in the amount of \$500. Councilman Welsh said there may be other residents who may want to donate to this worthy cause. They are a 5013-C and will be putting up a display outside the museum. He also offered to seek approval to return the money to the Town if any were borrowed to facilitate the sign. Supervisor Maas asked if this could be put off and Councilman Frazier said he would like to review the budget before making any decision. Supervisor Maas said she felt uncomfortable spending tax-payer money as there has been redundancy with certain areas which have even resulted in a lay-off of an employee as well as the recreation department. Anne McCabe suggested 'Go Fund Me' or Arlington HS shop program as an avenue and Councilwoman Kelley offered Dutchess County in the area of the rail trail. The Board offered administrative assistance in helping with this task in order to help advertise. There was further discussion on this and Peter Bonk said he will be back to discuss his progress.

### **Public Comment**

*Anne McCabe-* Thanked and commended the Board for all their hard work in each of their capacities. She wanted to inquire about resolutions and the importance of the taxpayer to understand exactly what the money is being spent on. She inquired about money being spent for Saturday morning hours and the possibility of a Constable on duty. She also inquired about the tax collection position as she thought this position was eliminated. Supervisor Maas explained that it was not eliminated but removed as an elected position to an appointed position and Councilman Welsh further stated that money was allocated in the budget for this position. Mrs. McCabe mentioned that a comment made at the last meeting regarding this business being done by mail and hopes this is considered in this experiment. She further asked about the public comment section and being limited to one opportunity. Supervisor Maas offered that she attended many meetings last year and the resolutions were not made available prior to the meeting. She also offered that the Board is putting in much time to review areas that have not been reviewed in some time and explained that the work session gatherings are for the Town Board to get work done and not an area discourse with the public. She further explained the role of public comment section and asked Mrs. McCabe to allow the Board to get a lot of work done in a few short months without overworking the Board who are working very hard. There is another policy that needs to be added entitled "Breach" and she would like to add it to their workload.

*Lisette Hitsman-* inquired about the use of the word "cash" in audits. It was clarified that the Supervisors audit were not regarding "cash" it was verbiage from the Comptroller's Office and specified to be the Bookkeepers books.

**RESOLUTION #18-6 Local Law No. 1 of 2018, entitled A LOCAL LAW OF THE TOWN OF UNION VALE, DUTCHESS COUNTY, NEW YORK TO AMEND TOWN CODE CHAPTER 196, ARTICLE V, "COLD WAR VETERANS EXEMPTION" WITH RESPECT TO DURATION OF BENEFITS**

Councilwoman Kelley seconded by Councilman Welsh introduced the following, proposed local law, to be known as Local Law No. 1 of 2018, entitled A LOCAL LAW OF THE TOWN OF UNION VALE, DUTCHESS COUNTY, NEW YORK TO AMEND TOWN CODE CHAPTER 196, ARTICLE V, "COLD WAR VETERANS EXEMPTION" WITH RESPECT TO DURATION OF BENEFITS: BE IT ENACTED by the Town Board of the Town of Union Vale that the Town Code is amended to read as follows: Section 1. Chapter 196, Article V, of the Town Code of the Town of Union Vale is hereby amended to add a new "§196-8.1" reading as follows: **§196-8.1. Duration of Exemption.** The ten (10) year limitation imposed within Real Property Tax Law Section 458-b (2)(c)(iii), which local governments have the option to remove, shall not apply to qualifying owners of qualifying real property for as long as they remain qualified owners. Section 2. This local law shall take effect immediately upon filing with this state's Secretary of State. Councilwoman Kelley advised the Town Board that, pursuant to the Municipal Home Rule Law of the State of New York, it will be necessary to hold a public hearing upon this law. She offered the following resolution which was seconded by Councilman Welsh who moved its adoption: WHEREAS, on February 15, 2018, Councilwoman Kelley has introduced this local law for the Town of Union Vale, to be known as Local Law No. 1 of 2018, entitled A LOCAL LAW OF THE TOWN OF UNION VALE, DUTCHESS COUNTY, NEW YORK TO AMEND TOWN CODE CHAPTER 196, ARTICLE V, "COLD WAR VETERANS EXEMPTION" WITH RESPECT TO DURATION OF BENEFITS; RESOLVED, that a public hearing be held in relation to the proposed changes as set forth in the form of notice, hereinafter provided, at which hearing parties of interest and citizens shall have an opportunity to be heard, to be held at the Town Hall, 249 Duncan Road, LaGrangeville, New York, 12540 (in the Town of Union Vale) on March 15, 2018 at 7:30 o'clock p.m., Prevailing Time, and that notice of said meeting shall be published in the official newspaper of general circulation in the Town of Union Vale, by the Town Clerk, at least five (5) days before such hearing and that notice shall be in the following form:

**NOTICE OF PUBLIC HEARING**

TAKE NOTICE that the Town Board of the Town of Union Vale will hold a public hearing at the Town Hall, 249 Duncan Road, Lagrangeville, New York 12540 (in the Town of Union Vale) on March 15, 2018 at 7:30 o'clock, p.m., on Local Law No. 1 of the Year 2018 to amend Chapter 196, Article V, "Cold War Veterans Exemption" to exercise the option pursuant to a recent amendment to Real Property Tax Law Section 458-b with respect to eliminating the ten-year limitation on the duration of such benefits.

TAKE FURTHER NOTICE, that copies of the aforesaid proposed local law will be available for examination at the office of the Clerk of the Town of Union Vale, at the Town Hall, 249 Duncan Road, LaGrangeville, New York 12540 (in the Town of Union Vale) between the hours of 9:30 a.m. and 4:00 p.m. on all business days (Monday through Thursday) and 9:00 a.m. and 12:00 p.m. on Saturdays between the date of this notice and the date of the public hearing.

TAKE FURTHER NOTICE, that all persons interested and citizens shall have an opportunity to be heard on said proposal at the time and place aforesaid.

The foregoing resolution was voted upon with all council members voting as follows:

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

DATED: Union Vale, New York February 15, 2018  
ANDREA CASEY, TOWN CLERK

**RESOLUTION #18-5(b) AUTHORIZING TOWN SUPERVISOR AND COUNCILPERSONS FOR THE YEAR 2018**

Offered by Councilman Welsh, seconded by Councilman Frazier,

**BE IT RESOLVED**, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to purchase a \$1,000,000 blanket undertaking from NYMIRs, the liability insurance carrier, for the purpose of covering all officers, clerks and employees including the Town Clerk, the Bookkeeper, the Town Justices and the Tax Collector; and such blanket undertaking indemnifies the Town against losses caused by the failure of officers or employees to faithfully perform their duties or by their fraudulent or dishonest acts; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to issue checks upon the receipt of a signed voucher for postage, stamps, freight and express charges, and to pay in advance of audit specified bills and contracts, as is provided by the Finance Office to the Town Board and Town Clerk and available for public review in the Town Clerk's Office, including principal and interest on Bonds and Bond Anticipation Notes, utilities such as electric, telephone, heating oil, propane gas, employee payroll deduction payments including shared services payments for the Town Assessor and disbursements of amounts withheld from employee's pay such as taxes and state retirement contributions; and

**BE IT FURTHER 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.

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

Supervisor Maas explained the history of this resolution as it was tabled due to the need of increase for the liability bond and the second half of that resolution was inadvertently left off.

**MOTION TO PAY BILLS**

Councilman Welsh made a motion to pay the bills which was seconded by Supervisor Maas and all were unanimously in favor.

**Next Board Meeting/ Gathering:**

Coffee & Donuts in Town Hall, Saturday Feb 17<sup>th</sup>, 10 am – Noon as an opportunity to speak with the Town representatives.

Town Board Work Session – March 1 @ 7:30 pm

Official Town Board Monthly Meeting – March 15 @ 7:30 pm

**MOTION TO ADJOURN**

Councilman McMorris made a motion to adjourn at 8:45pm which was seconded by Councilman Frazier and all were unanimously in favor.


Respectfully Submitted,  
*Andrea Casey*  
Town Clerk, Union Vale

UNION VALE TOWN BOARD MEETING FEBRUARY 15, 2018

\*(Supervisor’s Report: January 2018 Consolidated Cash Flow Statement)

To: Town Council Members  
From : Supervisor Maas

(Unaudited)

		January 2018 - Consolidated Cash Flow Statement							2018 Approved Budget (Jan-June)	2018 Performance vs. Budget (Jan-Jun)
		General & Highway Funds								
Month	Jan	Feb	Mar	Apr	May	Jun				
STARTING CASH: (GF) \$1,129,862 & (Hwy) \$260,460										
Cash In	Property Tax	903,464								
	Sales Tax									
	Mortgage Tax									
	Tax Int. & Penalty									
	State Aid									
	Franchise Fees	15,940								
	Town Clerk Fees	544								
	Recreation & Events	6,087								
	Recycling Center	27,398								
	Facility Rental	1,573								
	Building Dept. Fees	3,581								
	Property Rental	3,900								
	Court Fines	2,402								
	Unclassified Rev.									
	Trans. Services									
	CHIPS									
	Fed Aid Pub Safe									
	Planning/Zoning Fees									
TOTAL CASH IN		964,889								
Cash Out	Highway Contractual	2,204								
	Highway Equipment	0								
	Recreation	0								
	Park	1,247								
	Town Government	48,870								
	Town Clerk	68								
	Professional Service									
	Recycling	125								
	PB /ZBA									
	Town Buildings / Maint.	622								
	Debt: Prin & Int	58,688								
	Workers Comp	15,603								
	Medical Insurance	1,514								
TOTAL CASH OUT		128,940								
*Town Government* is payroll & expenses for Constables & Justices.										
Tax Note: \$435,873 was pre-paid, \$23,000 was paid in January.										