

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

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

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: SECOND:

ROLL CALL VOTE BY TOWN CLERK:

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

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: SECOND:

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland _____

Councilman Frazier _____

Councilman McGivney _____

Councilman Welsh _____

Supervisor Maas _____

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

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.

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