

**UNION VALE TOWN BOARD MEETING SEPTEMBER 21, 2017
TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY 7:00 PM**

PRESENT: Supervisor Tompkins

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

THE MEETING WAS OPENED WITH THE FLAG SALUTE.

EXECUTIVE SESSION

Supervisor Tompkins made a motion to enter executive session which was seconded by Councilwoman Kelley. All were in favor.

EXECUTIVE SESSION

Councilman Welsh made a motion to exit executive session and resume the regularly scheduled meeting. This was seconded by Supervisor Tompkins and all were in favor.

PUBLIC COMMENTS ON AGENDA ITEMS

None

REPORTS OF SUPERVISOR & COUNCIL

Supervisor Tompkins said she wanted to make the public aware of ongoing scams regarding computer invasion. Media Coordinator Ryan Peterman spoke about this and the recent Equifax security breach and what to do in the event of suspicious activity. Councilman McMorris also touched on scams regarding bank email scams. Supervisor Tompkins asked that the meeting in November be moved from the 1st meeting to the 2nd Thursday as to give more time
Tompkins motion to move the November meetings to the 9th and 16th of November seconded by Councilman Welsh. All were in favor. Supervisor Tompkins reached out to the paving companies and explained that the sidewalks be done prior to the parking lot. She also spent time gathering information for a planning board applicant. She also assisted obtaining documents for the State Comptroller's office which will be there on Tuesday of next week.

Councilman Welsh has noticed how busy the park office has been for Oktoberfest preparations. *Councilwoman Kelley* explained the late fees that were brought forth during the recent FOIL requests. She explained further that bills cannot be paid electronically or by phone as per the Comptroller's office. She further touched on the blanket approval list which is set forth in the organizational meeting and explained in depth. She noted that the Comptroller's office does not require a credit card policy but recommends it. The town follows a procedural guideline rather than a formal written policy which does mesh with the States policy. Councilwoman Kelley went through the steps of a "credit card voucher" and tried to answer Mrs. Brzozowski's questions. She further explained that each Town Board member is equally responsible for Town financials.

Councilman McMorris added that when he was signing vouchers and noted that when the vouchers are received they are date stamped and reiterated that the department heads must return the vouchers in a timely fashion. He also spoke about his trip to Texas and disaster preparedness.

Councilman Frazier did some research on the credit card procedure. He noted that credit cards are not permissible under a blanket approval after a phone call to Association of Towns.

Councilman McMorris said he spoke with Computel Consultants and said they deal with utility bills, not individual contracts with gas or LP that may or may not have been out for bid only franchise agreements. Due to a contract with Cablevision the consultant may not be able to research beyond 1 year. He advised that a contract be looked at sooner than later to absolve any issues.

HIGHWAY

August & September 2017

- Installed 1500 feet of pipe in meadow ridge along with 12 basins.
- Oil and stoned South Smith and Eddy rd.
- Waited the maximum 10-14 days to sweep up the loose stone on both roads. This is advised by the company who did the work. If it were swept up before that there would be a good chance of losing the guaranty for it to work the correct way.
- Fixed 60 ft of guide rail on brush hill rd.

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- Cleaned ditches on Flint and Mallory road.
- Cut down a dead tree on South Smith rd.
- Trimmed the over grown Forsythia bushes on Brookside lane.
- Removed a dangerous hanging limb on cooper rd.
- Replaced signs on still rd.
- Pushed off and leveled some of the dirt piles on North Parliman rd. I am having the guys dump there because there was a very steep drop off on the edge of the road. Now if someone has to pull off the road for some reason there is more room to do so, safely.
- Repaired a hydraulic line on the backhoe.

Councilwoman Kelley asked about the PESH training which Mr. Wisseman replied was done 2 years ago. Councilwoman Kelly asked about a tree on West Clove Mountain Road. Mr. Wiseman replied that the tree is on private property and was asked verbally by the homeowner to not take the tree down. Councilwoman Kelley asked that a letter be sent to the homeowner that this is creating a dangerous condition and therefore makes the Town non-labile for any issues and Mr. Wisseman agreed to do so.

BOOKKEEPER

A-Fund Revenue: \$146,782.20 A-Fund Expenditures: \$267,155.74

D-Fund Revenue: \$0 D-Fund Expenditures \$43,528.37

Mr. Courtien spoke about the different departments and their current standings in their revenue budget lines. Mr. Courtien went over the resolution for the budget transfers and explained the history behind each transfer and the need for it. He has been working on the 2018 budget by meeting with each of the department heads to discuss each budget line. This must be completed by September 30th and given to the Town Board by Thursday, October 5th. Attorney Jacobellis also said that a separate Public Hearing for the Drainage District so that those affected by speak. It was determined that this only impacts 10 parcels.

More detailed information can be found on file in the Town Clerks office.

PARKS

Jake Gosnell thanked Councilman Welsh and Councilwoman Kelley about the department head meeting regarding PTO. He also had a meeting with a Pond specialist to determine what will be the solution for the Furnace Pond dam. He has been in preparation for Oktoberfest and wanted to acknowledge about the brush on the Tymor Park upper fields. Brian Butts from Highway will assist in clearing the debris. The picnic tables have been received but due to the upcoming event, they have not been assembled until after Oktoberfest.

RECREATION

Mrs. Dickinson spoke about the resident feedback they received and how they have risen to the occasion to fulfil the requests of community needs. She spoke about programs such as aerobics, convenience items at the concession stand, and other events such as the 6th grade dance and birthday parties. Oktoberfest is planned this Sunday rain or shine although it looks like a full day of sun. Mrs. Dickinson also explained all the fun and events that will take place. Halloween preparations will begin for the Haunted House which will be switched to a Saturday night October 21st.

RECYCLING

No Report

CONSTABLE REPORT

Below is the Constable Report for August 2017:

Constables patrolled approximately 797 miles of town roads filling the Explorer with 52.gallons of gas. The (3) court dates totaled 86 cases on the dockets with 68 actual appearances with no incidents to report. New Constable Uniforms went into service on August 1st.

Constable annual state mandated weapons safety and qualifications were completed on August 20th.

Constables reported the following during patrols:

- * Assisted resident with loose cows on Wisseman Rd. 8/2
- * Signs of vandalism at dock and garbage at dam. 8/3
- * Sr. Room front and rear doors unlocked with alarm not set. 8/4
- * Upper soccer field gate left unlocked. 8/4
- * Lights left on in snack bar and pavilion. 8/7

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- * Sr. Room door unlocked and park office lights left on. 8/7
- * Craft Room Door above park offices unlocked with alarm set. 8/8
- * Gate to rear of park open and outside door to park office unlocked with alarm set. 8/9
- * Craft Room door above park offices unlocked with alarm set. 8/11
- * Sr. Room door unlocked with alarm set.
- * Pole removed from walkway under tent near playground. 8/12
- * Rear door at Town Hall unlocked with alarm set. 8/14
- * Craft Room door above park offices unlocked with alarm set. 8/14
- * Sr. Room door unlocked with alarm set. 8/15
- * Craft Room door above offices unlocked with alarm set. 8/15
- * Sr. Room door unlocked with alarm set. 8/17
- * Craft Room door above park offices unlocked with alarm not set. 8/17
- * Craft Room door above park offices unlocked with alarm set. 8/18
- * Sr. Room storage room light left on. 8/19
- * Sr Room door unlocked with alarm set. 8/20
- * Sr. Room door unlocked with alarm set. 8/22
- * Upstairs decoration storage room unlocked. 8/23
- * Sr. Room door unlocked with alarm set. 8/27
- * Craft Room door above park offices unlocked with alarm set. 8/27

PLANNING BOARD

DATE RECEIVED	CHECK #		NATURE OF PAYMENT	AMOUNT
9/6/2017	3876/3880	Irene & Steven Habiague	Escrow Deposit Lot Line (Initial)	\$1,500.00
		(received on 8/18/2017 by George Kolb, GK forwarded to Town Clerk, 8/18/2017)		
		<i>Total Application Fees:</i>	<i>\$0.00</i>	
		<i>Total Escrow:</i>	<i>\$1,500.00</i>	
		<i>Total Miscellaneous:</i>	<i>\$0.00</i>	
TOTAL				\$1,500.00

ZONING BOARD

DATE RECEIVED	CHECK #	PAID BY	NATURE OF PAYMENT	AMOUNT
8/20/2017	8852	Scott Excavating	Additional Variance Fee	\$125.00
		<i>Total Misc.:</i>	<i>\$0.00</i>	
		<i>Total Application Fee:</i>	<i>\$125.00</i>	
TOTAL				\$125.00

ANIMAL CONTROL

August 2017: During the month of August, there were no lost or found dogs.
 July 2017: During the month of July, there were 5 found dogs all turned over to the DCSPCA. There was 1 dog complaint.
 I would like to recommend all dog owners have their dogs, licensed and ID tagged (or microchipped) so that a lost dog can be returned to its owner in a reasonable fashion.

TOWN CLERK REPORT

CODE				AMOUNT
A1255	Conservation License			\$195.00
A1255	Certified Copies			\$250.00

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A1255	Copy Machine				\$22.00
A1255	Marriage License				\$120.00
A2001	Summer Camps				\$23,777.20
A2001	After School / TGTT				\$1,844.00
A2001	Equestrian Center				\$0.00
A2001	Facility Rentals				\$82.50
A2001	Other Rec. Revenues				\$0.00
A2012	Concession Stand				\$9,549.00
A2025	Swim Passes				\$7,204.75
A2089	Special Events				\$0.00
A2130	Recycle/Compact				\$5,915.00
A2130	Refuse Bin				\$946.20
A2544	Spayed/Neutered				\$314.50
A2544	Intact Dogs				\$93.00
					\$50,313.15
Amount paid to Revenue Accounting Unit for Conservation Licenses					\$127.54
Amount paid to State Health Department for Marriage Licenses					\$67.50
Amount paid to NYS Dept. of Agriculture and Markets for neutering fees					\$59.00
					\$50,059.11

Town Clerk Casey also spoke about our soon to be excessed phone equipment and a recommendation that came from the prior provider of a local unit that would benefit from the Town donating the equipment.

CODE ENFORCEMENT

To: Supervisor Tompkins and Union Vale Town Board August, 2017

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

1. A letter has been sent from my office to address the work at the Sky Acres Airport for anticipated work for the "Cricket Valley Transmission" line installation. I have supplied a copy that has been sent to surrounding neighbors please find attached for your review. This correspondence has also been placed on the Town of Union Vale Web site.
2. The town truck used by this office is scheduled to have authorized work completed this month.

Work outline as follows:

Inspections preformed : # 93	Complaints received : # 11	Complaints acted on : # 9
Violation Notices issued : # 14	Violation abated : # 11	Appearance tickets issues: # 4
Building Permits issued : # 18	Residents meetings : # 17	Fire call outs : 0
Old Permit C/O's issued : #18	Cert. Occupancy/Compliance #38	Plan review hrs. : # 21
Municipal Searches : # 6		

Verification for income of building permits & municipal searches to be provided by bookkeeper.
Please feel free to contact me with any questions

MEDIA

Ryan Peterman spoke about donating the phones and said it was fine however he figured they may be worth closer to \$50-\$100 dollars and will get the Board information on auction if they choose to go this route. He is waiting on a part before the cut-over so the Court Clerk may have full functionality but is hopeful everything will be finalized next week

DISCUSSION PESH/OSHA

This was regarding the Highway Department doing their safety training. Supervisor Tompkins noted there was a training in Poughkeepsie however she suggested NYMIR or OSHA be contacted for upcoming local training seminars. The Board questioned if this was to be done annually and thought maybe to confer with NYMIR on the need for annual reoccurrence. Councilman McMorris and Councilman Welsh noted although the standard of training changed it was once a year for the fire company to do training for their needs. Councilwoman Kelley noted the difference between firefighting and Highway training and the reasons to limit liability for the Town. She hopes Mr. Wisseman will follow up with these issues. There was further discussion on training options to make sure our departments are up to par with the current standards.

EMPLOYEE HANDBOOK REVISION

Councilwoman Kelley prepared a spreadsheet of the former PTO policy the new policy and the proposed idea from her discussions in the recent Department Head meeting. She suggested the idea of PTO (Paid Time Off) as a combination of personal and vacation time. Supervisor

Tompkins asked that everyone review the document and be prepared to discuss at the next meeting or prior. Councilman Welsh offered to attend the next Department Head meeting to discuss this on October 4th.

FURNACE POND DAM PROJECT REIVEW

Jake Gosnell met with consultant John who surveyed the area and looked through old records to determine if a barometric survey had been done so that he may make a proper recommendation. Supervisor Tompkins said Jake could move forward. Councilman Welsh said he did not believe a barometric survey had been done, but advised to make sure. Councilman Frazier asked Jake to look into a cost to have a survey done in the event we do not have one on file.

PLANNING BOARD CONSULTANT BILLING

Supervisor Tompkins said the procedure should be sent to the consultants of both the planning and zoning boards and have them review and follow this. Councilwoman Kelley made a simplified document that can be sent to the consultants which includes all jobs be separated, the “escrow title or town charge” should be noted and lastly, a complete description of the level of review with the amount of time spent and the hourly rate. Lastly, it must be provided by the Planning and Zoning secretary provide these in a timely manner so that applicants may dispute the charges if necessary. She spoke about implementing this plan by working on making larger and small procedure documents. Many Town policies are in place but, are not put into a formal written policy. Supervisor Tompkins & Councilman McMorris spoke about the issues with the planning applicants not receiving their bills and wanted to be sure this was in place as it had been addressed. There was further discussion with the procedure with the Planning and Zoning Secretary. Supervisor Tompkins asked that this document be sent to all the consultants, planning and zoning, and other parties involved in the escrow billing.

RESOLUTION #17-87 AUTHORIZING PURCHASE OF INSULATION FOR BARN

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

WHEREAS, the Town of Union Vale is in need of insulation to install at the barn building in Tymor Park; and

WHEREAS, price quotes were obtained for the insulation.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Union Vale hereby authorizes the purchase of 8,200 square feet of Owens Corning R-38 ProPink L77 Loosefill Insulation and Owens Corning R-38 batt insulation for around cat walk from Lowe’s at a total cost of \$16,960.00.

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 #17-88 APPROVING OKTOBERFEST BAND

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

WHEREAS, that the Town Board of the Town of Union Vale authorizes and approves the hiring of the Alpine Squeeze Band to perform at the Town of Union Vale Oktoberfest on September 24, 2017 at a cost of \$1,685.00; and

BE IT FURTHER RESOLVED, that the Town Supervisor and/or Town Recreation Director is authorized to sign all necessary and required paperwork.

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 #17-89 APPROVING SAM GRANT CONCRETE QUOTE

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

WHEREAS, the Town of Union Vale has filed an application and has been awarded a SAM Grant from New York State in part which provides funding to replace the sidewalks and concrete pads at Union Vale Town Hall.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union vale hereby approves and accepts the quote of Sanford General Contractors of Poughkeepsie, New York at a cost of \$4,400.00; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to sign all necessary paperwork with Sanford General Contractors in connection with this project.

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 AUTHORIZING BUDGET TRANSFERS AND AMENDMENTS - Tabled
Councilman Frazier asked about the website renewal and what it included and inquired about the budget report. He asked to be involved the next time the website renewal takes place.

Councilman Frazier asked to table this resolution to get clarification on one of the sections. This was seconded by Councilman McMorris and all were unanimously in favor.

RESOLUTION #17-90 TO AUTHORIZE PAYMENTS

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

BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the payment of all General Fund Claims and Highway Fund Vouchers as set forth in the Abstract #8 of 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 #17-91 CHANGE NOVEMBER TOWN BOARD MEETING

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

BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby changes the November 2nd meeting to occur on November 9th and the second meeting in November to occur on the regularly scheduled date of November 16th to allow more time for the budget process.

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

PUBLIC COMMENT ON NON-AGEND ITEMS

Barbara Brzozowski spoke about the questions on her FOIL requests specifically the \$41,000 of the escrow funding and bank reconciliations and asked why she had not received them in a timely manner and other bills that she found to be paid late. She asked that Supervisor look into her requests. She further discussed the town financials and her thoughts on the matter.

Councilwoman Kelley explained that the town has an obligation within a 10-day period to respond to the request if it will be fulfilled or denied. Councilwoman Kelley further inquired the timeline. There was further discussion on this matter. Attorney Jacobellis stated that an answer must be provided within 10 days if the request is to be fulfilled and if not, an explanation stating why. Councilwoman Kelley stated that when answered Mrs. Brzozowski does not get to say when then information should be provided and she noted that Mr. Courtien was working on it this week when she was in the Town Hall during conducting his regular business.

Steven Habiague- replied to Barbara Brzozowski saying that the -\$41,000 for East Mountain project is accounted for the litigation fees incurred by the Town's attorney, it has been disputed that it is the responsibility for each party to bear their litigation expenses. This is from 2012 to about 1 year ago. He believes this was supposed to go to arbitration and has heard nothing further. He spoke about a misunderstanding with the attorney for the draft Environmental Impact Study form and hopes it should be addressed.

Lisette Hitsman told the Board the Verbank Cemetery has used the last of its resources and asks the town to consider adding this to the 2018 budget for mowing and upkeep around \$7000. She further explained that she will ask the State but is worried about the timeline to receive funding. Her request to the Town is the buffer the States late response.

There was further discussion between Barbara Brzozowski and Supervisor Tompkins on things that were said during the meeting.

Supervisor Tompkins spoke about the current Board and the hard work they do and how they work together and commends them. Councilwoman Kelley further inquired and encouraged meeting with Bookkeeper Courtien.

EXECUTIVE SESSION

Councilwoman Kelley made a motion to enter into executive session regarding litigation seconded by Supervisor Tompkins. All were unanimously in favor.

EXITING EXECUTIVE SESSION

Supervisor Tompkins made a motion to exit executive session and stated no decisions were made and no money was spent, this was seconded by Councilman Welsh and all were unanimously in favor.

MOTION TO ADJOURN

Councilwoman Kelley made a motion to adjourn at 9:08 PM which was seconded by Councilman McMorris and all were unanimously in favor.

Respectfully Submitted,
Andrea Casey
Town Clerk