

**UNION VALE TOWN BOARD MINUTES**

**JULY 21, 2016**

**TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY**

**7:00 PM**

Members present: Supervisor Patricia Tompkins  
Town Council: John Welsh, Steven Frazier, Corrina Kelley  
Absent: David McMorris

The meeting was called to order and a flag salute at 7:00 PM

**OPEN MEETING TO COMMENT ON AGENDA ITEMS**

None

Supervisor Tompkins made a motion to go into executive session to discuss Personnel matters at 7:03. The motion was seconded by Councilwoman Kelley and passed with a unanimous vote.

The Meeting was resumed at 7:20 PM with a motion made by Supervisor Tompkins and seconded. The motion passed unanimously.

**REPORTS OF TOWN BOARD**

**Supervisor Tompkins** received an email from NYS Department of Environmental Conservation which advised our residents that a drought watch was in effect for NYS residents. This is the first time since 2002, and at this point no mandatory restrictions on water use have been placed although Supervisor Tompkins advised residents to be careful not to waste water during this time. Supervisor Tompkins then read a letter from resident Gloria Meier regarding what a nice job former Park and Recreation Director Rob Mattes had done especially for the Senior Citizen Group. Supervisor Tompkins also thanked the park staff for stepping up and doing a wonderful job in light of the recent resignation of the Parks and Recreation Director.

Supervisor Tompkins also spoke about a conversation with Union Vale business owner of Crosswinds, Joann Knapp, about an annual non-profit Tri-Athlon she runs in partner with Sparrows Nest scheduled for August 14<sup>th</sup> 2016. Ms. Knapp was concerned with the Route 55 road closure that it would be a safety concern for the athletes. The Dutchess County Sheriff Dept. assists every year and this year State Trooper Daniel McMorris is volunteering his time along with other officers to see that everyone is safe. Ms. Knapp had some ideas of possibly lowering the speed limit or closing the road to local traffic only. Supervisor Tompkins said the Board would discuss it and also would like input from the Highway Superintendent. Councilman Frazier said a reduction in the speed limit was discussed last year and it was denied and another request would not have enough time to be approved before this event. Mr. Frazier also stated that her driveway was in a bad spot with poor sight distance which may impact the event and participants alike. Supervisor Tompkins mentioned that she was already in touch with our Code Enforcement Officer as well as our Highway Superintendent regarding a safer set up. Highway Superintendent Wisseman added that he spoke to Ms. Knapp yesterday and made a suggestion that Trooper McMorris check residency at Route 55 and Bruzgul Road to minimize the traffic flow during the event. Supervisor Tomkins added that signs posted would also deter extra flow. Councilman Welsh agreed stating that with signs posted and uniformed officers visible should be adequate for safety. Highway Superintendent Wisseman offered to assist by volunteering and providing cones. Councilman Frazier also agreed signage and police presence would be the best solution. Supervisor Tompkins stated she would follow up with Joann Knapp and advise her of the discussion.

**Councilman Frazier** reported that he is continuing to work with INF Associates regarding the LED conversion. He forwarded a copy to the Board of the final draft which includes all the buildings in the proposal. The projection is still to be paid off in 2 years. He clarified the finance package once again stating that the estimated cost of energy saved has a dollar

amount applied and we will continue to pay the electric bill at the full amount. INF will take the difference as a payment toward their services therefor there is no out of pocket expenses as it is a "lease" but more of a lease to purchase agreement. Supervisor Tompkins stated she will advise Ryan Courtien of this. Councilman Frazier also read a letter he would like printed on town letterhead and sent to Carolyn Ryan of the State DOT regarding problems with the detour.

#### **MOTION TO PRINT AND SEND LETTER TO DOT**

Councilman Frazier made a motion to print his letter to NYS Department of Transportation on an official letterhead and mail it. Councilman Welsh seconded the motion which passed unanimously.

**Councilwoman Kelley** had a meeting with the Aquatics Director and Camp Director Shelley Knight regarding the impact of the swim lessons during camp on resident use of the pool due to the extended time of the lessons to end at 12:45 PM. The problems was the lessons were too full to accommodate residents swimming. This situation is being corrected and only portions of the pool will be roped off as promised prior. Also the 3-foot-deep section near the basketball net, the shallow "well" area. Councilwoman Kelly wanted to put any rumors to rest that the pool hours did not change, they are as follows: 12PM to 7PM. During camp session there will be shared use among the residents and campers. Residents will be allowed to use a lap lane mid to deep section, diving section as well as the kiddie pool. This will be revisited in the future for better use of the space but any further questions or concerns can be directed towards Councilwoman Kelley and she will pass along any concerns with the new Recreation Director.

**Councilman Welsh** spoke about meeting with the Parks Department to come up with a plan of action due to the recent departure of the Parks and Recreation Director. He mentioned Supervisor Tompkins will report on that later in the meeting. Councilman Welsh also stated he had been reviewing the employee handbook which needs to be revised and updated. He has been researching other town handbook and online resources in order to bring ours up to a current status.

#### **HIGHWAY REPORT**

Mr. Wisseman reported that 300 feet of culvert was installed in Meadow Ridge along with 5 catch basins so far. Some drainage work was done on South Parlman Road. Pulled & replaced a culvert pipe and cleaned some ditch line on Barmore Road. Cleaned a culvert and ditch line on West Clove Mountain Road. Did some road side mowing. Picked up debris from a tree that fell across Ricks Road. Serviced the back hoe. Repaired Charging system on the roller. Welded D rings on the back hoe bucket and 2 steel road plates. Put new batteries in truck #7. Did 3 driveway inspections. Superintendent Wisseman got a letter from NYS stating that he was given an extra 22 thousand dollars for CHIPS money. Although he admitted to being late with the 284 form he sought approval this evening to proceed with the work to oil and stone Eddy road and South Smith Road. After Meadow Ridge and other small projects are done he stated he would still have 78thousand left of the Town's CHIPS money which includes the additional 22thousand from New York State. The work is scheduled for August 2<sup>nd</sup>. Supervisor Tomkins stated that the oil and stone for South Smith should have been completed last year and Eddy Road also. Superintendent Wisseman advised that he intentionally waits a year for the oil and stone to better adhere. Councilman Frazier made a motion for the Highway Department to proceed with this work. Councilwoman Kelley did not feel comfortable voting on it as she just had received the 284 form late and felt he should have gotten approval then scheduled the work. Councilman Welsh seconded the motion. Supervisor Tomkins said she would rather wait as she did not have time to review it. Upon further discussion by the entire Town Board it was decided the work needed to be done sooner than later as it is the ideal weather and it was under 2 miles of road. Supervisor Tompkins, Councilmen Frazier and Welsh voted yes. Councilwoman Kelley abstained from voting and the motion passed three to one.

#### **BOOKKEEPER REPORT**

Bookkeeper Courtien gave the report as follows: A Fund Expenditure: \$184,004.88 A Fund Revenue: \$122,556.60. D Fund Expenditure: \$43,146.68 D Fund Revenue \$0. He and Supervisor Tompkins will be meeting with the Department Heads next month to work out

Department budget submissions due in September. He also attend the Library Advisory Committee meeting to answer questions on the Town Budget and will be attending the next meeting in August as well.

#### **PARKS & RECREATION REPORT**

None

#### **RECYCLING REPORT**

The household hazardous waste disposal day of 2016 will be held at the Sand Dock Road location on October 29<sup>th</sup> from 8 a. m. to 1:30 p.m. The fee is \$10 and you must pre-register.

#### **DOG CONTROL**

3 Lost dogs and 3 found dogs. There was 1 dog complain which was settled amongst the neighbors.

#### **TOWN CLERK REPORT**

Conservation Licenses - \$1.38 New York State Neutering Fund - \$259.00, Marriage Licenses - \$0, Recycle/Compact Fees - \$6819.87, Recreation Fees - \$75,525.00, Certified Copies 230.00, After School Program \$5,270.00, Equestrian Center \$1666.00,for a total for June of \$89,772.25.

#### **ZONING BOARD REPORT**

Total fees collected in June were \$321.67.

#### **PLANNING BOARD REPORT**

Total fees collected for the month of June 2016 \$363.27.

#### **CODE ENFORCEMENT REPORT**

Report for the month of June: Inspections preformed: 71, Violation Notices issued: 5, Violation abated: 4; Building Permits Issued: 19, Old Permit C/O's issued: 19, Municipal Searches: 13, Complaints received: 5, Complaints acted on: 4; Residents meetings: 13; Certificate of Occupancy/Compliance: 31; Appearance tickets issued: 0; Fire call outs: 0; Plan review hours: 18. Income \$1,625.00

#### **CONSTABLE REPORT**

Constables patrolled approximately 736 miles of Town roads for the month filling the Explorer with 47.4 gallons of gas. The three court dates were quite busy with 46 cases on the docket and 29 actual appearances. No incidents to report.

#### **MEDIA REPORT**

Andrea Casey apologized for the Town Board Meetings not broadcasting correctly. She reported there was a broken piece of equipment that needed to be replaced however Ryan Peterman, assistant media coordinator, stated he could revamp the entire system with a few pieces of hardware and software to streamline the process.

Councilman Frazier made a motion to purchase a Black Magic Deck Link Card costing approximately \$600.00 and Supervisor Tomkins seconded the motion which passed with a unanimous vote in favor.

#### **STATE & MUNICIPAL FACILITIES CAPITAL PROGRAM (SAM)**

Supervisor Tompkins stated there is money available for the Town of Union Vale which was brought to her attention by Senator Sue Serino. Supervisor Tompkins asked the Board for a discussion regarding what they felt they should spend the money on. Her ideas included replacing the bridge in Tymor Park, repairing the kiddie pool, the septic system at Tymor, paving the parking lot at Town Hall and road and parking lot in the Park, repairing the retention walls at the Recycling Center, and insulation at the highway garage. Councilman Welsh agreed the septic system should be on their priority list as well as the roof on the Tymor Park barn needs replacing after short term patches. He also stated that the highway garage insulation is also an immediate concern. Supervisor Tompkins will price out all the mentioned items to see what is top priority. Councilman Frazier questioned

what was wrong with the septic and Councilman Welsh advised that the leech fields are non-existent. Councilman Frazier noted that the Town Engineer may need to be involved and all were in agreement. Councilmen Welsh pointed out that this is not a new issue to the Engineer as it has been brought up in the past. It was also noted this program does not require matching funds. Supervisor Tompkins asked Councilman Welsh to contact the Engineer to get his perspective and pricing on the septic system.

**DISCUSSION ON EMPLOYEE HANDBOOK**

Supervisor Tompkins stated the entire Board has been looking at the handbook to begin revising it. She asked each Board Member to take a section and be responsible for an area of their expertise and then discuss it as a group so everyone could add their input. Councilwoman Kelley passed out her outline of her corrections based on existing policies and comparisons to other towns broken down into each topic. Everyone agreed to have their sections prepared for next meeting.

**DISCUSSION ON POOL EQUIPMENT**

Councilwoman Kelley reported that last Friday she met with Malia Fredrickson the Aquatics Director about pool equipment that needed to be purchased last year and that are still needed this year. The money is budgeted for 2016 in the maintenance line. The following equipment is still needed: Skimmer, replacement rope to section off the deep dive well, lifeguard umbrellas which are currently taped to their chairs. Since most lifeguard chairs come equipped with the umbrella pole it is a more efficient option to purchase a whole new chair. Councilwoman Kelley met with Jake from the maintenance Department. and found them on Kiefer’s website inventory which is cheaper than Amazon. Total cost of all the items is \$531.96. Councilman Frazier mentioned the entire cost of the purchase is under threshold for the procurement policy and said board action is not necessary. Supervisor Tompkins added the park staff that has been appointed can take care of this but wanted to bring in forth for the whole board to approve as there was no Recreation Director in place.

**DISCUSSION ON PICNIC TABLES IN TH PARK**

Supervisor Tompkins mentioned this was the third meeting this was discussed and handed out a list of ADA compliant tables that she felt were good options. Jake Gosnell will price out and check that the tables would be graffiti proof. Councilman Frazier feels that an aluminum table would be best price wise and they are maintenance free. Councilman Welsh proposed that they could purchase a small amount to test them. Two would be placed in Tymor and two in Godfrey Park. Councilman Frazier said the traditional style would match and make the best use of space. It was decided to table it again as the whole Board would like input from the Parks and Recreation Department.

**RESOLUTION APPOINTING TEMPORARY INTERIM RECREATION DIRECTOR**

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

**WHEREAS**, the Town of Union Vale Recreation Director has resigned; and

**WHEREAS**, the Town of Union Vale needs to appoint a temporary interim Recreation Director until such time a new Recreation Director can be hired.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Union Vale hereby appoints Jessica Dickinson to the position of temporary interim Recreation Director for the Town of Union Vale, until such time applicants can be interviewed and a new Recreation Director can be hired. She will be hired at an increased rate of \$5 an hour bringing her to \$47,840.00

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

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

**RESOLUTION TO APPOINT INTERIM HEAD GROUNDSKEEPER**

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

**WHEREAS**, the Town of Union Vale Park Director has resigned; and

**WHEREAS**, the Town of Union Vale needs to appoint a temporary interim Head Grounds Keeper until such time a new Park Director can be hired.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Union Vale hereby appoints Jake Gosnell to the position of temporary interim Head Grounds Keeper for the Town of Union Vale, until such time applicants can be interviewed and a new Park Director can be hired.

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

Supervisor Tompkins – Aye  
Councilman Frazier – Aye  
Councilwoman Kelley – Aye  
Councilman Welsh- Aye  
Councilman McMorris - Absent

Supervisor Tompkins said Jake Gosnell’s hours will increase from 32 to 40 hours. Councilman Welsh feels he has done a good job already and is confident he will continue do well.

**MEMORIAL APPLICATION FOR PARK**

Supervisor Tompkins believes all memorial applications should be postponed until a permanent Park & Recreation Director is hired to adhere to the Town’s policy that all applications must meet the Park & Recreation Directors approval and specifications. All were in agreement.

**RESOLUTION AMENDING EMPLOYEE HANDBOOK WITH REGARDS TO HEALTH INSURANCE POLICY**

Supervisor Tompkins read the policy on Health Insurance Coverage. Councilman Frazier did not want to vote on this as he had not had a chance to review it and requested additional time as it would impact all of our employees. Supervisor Tompkins said it needed to be done for budgeting purposes although it would not take effect until 2017 she needed to have the budget organized before that.

The following Resolution was offered by Supervisor Tompkins and seconded by Corrina Kelley to wit:

**WHEREAS**, the Town Board of the Town of Union Vale desires to amend the Town of Union Vale Employee Handbook with regard to the Town of Union Vale Health Insurance Policy; and

**WHEREAS**, the Town Board of the Town of Union Vale desires to amend the required contributions by full-time regular employees; full-time elected officials; and part-time employees of the Town of Union Vale for health insurance coverage.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Union Vale hereby amend E-22 of the Town of Union Vale Employee Handbook entitled, “Health Insurance” by requiring that full-time employees and all full-time elected officials contribute twenty percent (20%) of the premium by payroll deductions; and

**BE IT FURTHER RESOLVED**, that part-time employees who work at least twenty (20) hours per week can be covered by an approved health insurance plan with Town Board approval by Resolution and if the Town Board approves the part-time employee, they must make the premium payments by automatic payroll deduction; and

**BE IT FURTHER RESOLVED**, that a complete copy of the amendments to the Town of Union Vale Employee Handbook regarding health insurance eligibility and contributions is attached hereto and made part hereof this resolution.

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

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

**RESOLUTION AUTHORIZING PAYMENT OF PURCHASER ORDERS**

The following Resolution was offered by Councilman Welsh and seconded by Supervisor Tompkins:

**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 #7 of 2016, 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:

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

**OPEN MEETING TO NON-AGENDA ITEMS FOR DISCUSSION**

There were no comments on non-agenda items and the regular order of business was resumed.

**MOTION TO ADJORN**

Supervisor Tompkins made a motion to adjourn at 8:26 p. m. and the motion was seconded by Councilman Welsh.

The next meeting is scheduled for August 4, 2016

Respectfully submitted,

*Andrea Casey*

Andrea Casey, Deputy Town Clerk