

## **UNION VALE TOWN BOARD MEETING FEBRUARY 16, 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 at 7:02pm which was seconded by Councilman Frazier; all members were unanimously in favor.

A motion was made at 7:33pm to exit executive session which was seconded by Councilman Frazier. No Decisions were made, no money was spent.

### **PUBLIC COMMENTS ON AGENDA ITEMS**

*Elfriede Tillman-* Questioned what had happened to the Ford Explorer the Town owned. Supervisor Tompkins replied that one of the Constables had inadvertently hit a low rock at the Highway Garage during patrol.

### **SUPERVISORS REPORT**

This week the medical deductions were made to the paychecks, there was a minor error that occurred whereby the money was taken out of the net pay rather than the gross pay, refund checks will be issued promptly as she Kathy Hunt and Kim Maykut from the Payroll department all worked to correct the problem.

Mary Pearson has been working on employee handbook, emergency action plan and job descriptions so that they may be voted on in the upcoming meetings.

Employee emergency contact sheets must be filled out by all employees/volunteers. Supervisor Tompkins also reported she attended the Supervisors and Mayors meeting with Councilwoman Kelley at the 911 Center and discussed the hazardous mitigation plan and the centers team would like to meet with Town and Fire officials to discuss fire and EMS rescue in our Town.

Councilman Welsh furthered comments about the work Mary Pearson has done on the handbook and added it was an impressive job to review and updated these policy's/plans and wanted to thank her for doing an efficient and quick job.

He also added the Library steering committee will be wrapping up their efforts and be ready to present in the near future.

Councilwoman Kelley noted she attended the Supervisors & Mayor's meeting with Supervisor Tompkins. She was pleased to hear that the County has been working on assembling a whole task force to prepare a report on emergency action plans. As she is a nurse, this is up her alley and she appreciates the coordination especially in the Town where we have a Fire Company and Elected officials who do not necessarily interact as much and she sees the County recognizing this gap and helping to bridge it.

Councilman McMorris reported he has been working with Ryan Peterman, Media Coordinator and Town Clerk, Andrea Casey with media and reviewing materials with association of towns and he will brief everyone so he may have the input of the Board as he is the chosen voting delegate for this year's meeting.

Councilman Frazier will also be attending the Association of Towns. Additionally, he wanted to thank the Highway Department with dealing with the long storms and thought the roads were well taken care of and wanted to give them a public 'thank you' for their efforts.

### **BOOKKEEPER REPORT**

January 2017 Report: A-Fund Revenue \$37,095.00 A-Fund expenditure \$89,828.24, D-Fund Revenue \$0, D-Fund \$44,365.11. Mr. Courtien stated the bond is all set and paperwork was hand delivered to Green County Bank in the Catskills. He explained how our payment schedule would work for the Bond. The Mid-Hudson Library System was paid this week for the 2017 contractual fees. He also spent time putting together paperwork for accountant to complete AUD by the end of March.

### **PARKS**

Mr. Gosnell has been taking care of the snow removal at the Parks and has also been taking care of the water damage at the park. Some of the material in the ceiling has been deemed undesirable by the remediation team and they will be placing a bid which will be discussed later in the meeting. The equipment has been actioned off and will be picked up soon.

Community day meeting went well and is on track and Mr. Gosnell has taken care of the dessert vendor for Oktoberfest and has been working with Mary Pearson on the handbook for the park.

## **RECREATION**

Jessica Dickinson introduced Mary Pearson, Program Director and Confidential Secretary. Mary Pearson explain her idea of the rejuvenation of Godfrey Park as it has been somewhat neglected over the years. Her core points are: Removal of Playground, create a Community Garden and Improve Signage, Landscaping and overall aesthetics.

Councilman Welsh asked for an estimated dollar amount. She stated she has been working with Scouting groups and sponsorships in the area so the cost will be minimal.

Recreation has already been busy and a letter has been sent to explain the portal and a survey to make meaningful changes. March 1<sup>st</sup> is the first day to register online. Pool pricing has changed and there is now a senior rate +65. Pool hours are changing on the weekends only, which will now be 11am-6pm rather than 12pm-7pm.

Equestrian Center memberships are online and she and Betty Albrecht have been working closely to do this seamlessly for the residents.

## **DOG CONTROL REPORT**

December 1 lost dog 3 found dogs & 1 registered complaint that resulted in Town Court. No reported lost or found dogs for the month of January.

## **RECYCLING**

Mr. St. Onge reported on the 2016:

Total Expenditures \$125,147

- Total Revenue \$127,437
- Total Profit \$2,290
- Budgeted in 2016 \$176,195
- Under Budget by \$51,048
- Permits sold: 482 Resident 372 Non-Resident 854 Total = 47 fewer than in 2015
- 431 Tons of Trash
- 122 Tons of Single Stream Recycling
- 98 Tons of C&D (Bulk) Bulk bin cost \$10,527 for the year. Town clean-up days used to cost over \$30,000 per year.
- 48 Tons of scrap metal
- 17 Tons of electronics
- 2,000 Gallons of used motor oil
- 1,182 Fluorescent bulbs

Mr. St. Onge reported, in the coming year: Found out on January 24<sup>th</sup> that the fees for disposing of household trash and construction material went up on January 1<sup>st</sup> from \$78 per ton to \$82.50 per ton. That will be an increase of about \$2,400 more than what was budgeted for in 2017. Repairs to the compactor were made in January. Money for maintenance is built into the budget. He is pursuing the solar field project for the landfill and should have some numbers for next month's meeting to show how much benefit this could be to the Town. The average electric bill for the town is approximately \$3,000 per month.

Mr. St. Onge is pursuing grant money from the NYSDEC pertaining to the landfill closure project with much help from Supervisor Tompkins and Town Clerk Casey.

Supervisor Tompkins asked what was the number of permits that allows for a good balance. Tom said the in 900 number range has been good and can probably go up to 1000 and still be in a good balance for lack of expenses. Councilman Welsh thanked Mr. St. Onge for his work with obtaining the grant money.

## **HIGHWAY**

No Report

**TOWN CLERK REPORT**

A1255	Conservation License				\$25.00
A1255	Certified Copies				\$42.00
A1255	Copy Machine				\$0.00
A1255	Marriage License				\$0.00
A2001	Recreation Programs				\$2,365.00
A2001	After School Program				\$3,673.00
A2001	Equestrian Center				\$0.00
A2012	Concession Stand				\$0.00
A2025	Swim Passes				\$0.00
A2001	Facility Rentals				\$1,700.00
A2089	Special Events				\$0.00
A2130	Recycle/Compact				\$30,128.00
A2130	Refuse Bin				\$738.60
A2544	Dog License				\$219.50
					<b>\$38,891.10</b>
	<b>Amount paid to Revenue Accounting Unit for Conservation Licenses</b>				<b>\$23.62</b>
	<b>Amount paid to State Health Department for Total taken in for the month</b>				<b>\$0.00</b>
	<b>Amount paid to NYS Dept. of Agriculture and Markets for neutering fees</b>				<b>\$33.00</b>
					<b>\$56.62</b>
	<b>Total Fees Remitted to the Supervisor: February 16, 2017</b>				<b>\$38,834.48</b>

**CODE ENFORCEMENT**

- As instructed I will be trying to get an additional bid for the repair work for damage to the Constable/Code enforcement vehicle.
- I will be scheduling the required MS4 training with the town P.E. and highway / Rec. departments with-in the next two months.
- The annual report for N.Y.S. fore 1203 inspections is being worked on.
- Please find the enclosed annual building inspector report for 2016.
- Coordination of the emergency generator for the town hall is being conducted. Work progress will be forwarded to the town board.

Inspections performed: # 59      Complaints received: # 2      Complaints acted on: # 2  
 Violation Notices issued: # 2      Violation abated : # 2      Appearance tickets issues: # 0  
 Building Permits issued: # 10      Residents meetings : # 13      Fire call outs : #1  
 Old Permit C/O's issued: # 17      Cert. Occupancy/Compliance #19      Plan review hrs. : # 16  
 Municipal Searches: # 6

**Annual Building Inspectors Report for 2016**

Total Building permits issued ..... #211  
 Total Plan review hours .....#182 hrs  
 Total C/O issued ..... # 278  
 Total Old permits closed ..... # 198  
 Total Violation notices issued ..... # 46  
 Total Municipal Searches completed ..... # 68  
 Total Inspection performed ..... # 712

**Total Income generated: Please contact Bookkeeper**

**CONSTABLE REPORT**

This is on file in the Town Clerks office.

**MEDIA**

Battery back-up was ordered. Councilman McMorris stated he received an email complaint about the sound quality and part of the problem is lack of microphones. He would like to seek approval for Mr. Peterman to order the necessary items to correct the problem. A new computer may need to be purchased down the road.

Councilman Frazier asked if the Supervisor could review the bids without Town Board meeting if they were below the threshold for town policy. Attorney Jacobellis agreed, with the bids she is allowed to do so.

Mr. Jacobellis stated the Towns Procurement policy states anything from \$1,000-\$2,999 requires two quotes, anything from \$3,000 to \$9,000 requires 3 written request for proposals. He further explained that these are the minimums and it is good practice to keep record of the expenditure by having Town Board approval. There was further discussion on the matter so that all were in agreement on what the policy entails.

Councilman McMorris would like to make a motion that we allow Mr. Peterman to spend up to \$700.00 to spend on needed equipment. Mr. Jacobellis said as long as it is under \$1,000 he may make the purchases. Mr. Courtien said there is \$1000 in the budget for audio equipment and as long as he shops around for best deal, all were in agreement. In the event, there is an excess he then needs to seek Board approval.

**DISUCSSION ON GENERATOR**

Supervisor Tompkins has been in touch with John Polan however there has been a suggestion that the tanks be installed prior to the Generator installation being started.

**DISCUSSION FROM LAM DEVELOPENT**

Mr. Lieberman spoke to the Board and explained he works explicitly with Municipalities through Solar Power by lowering the energy bill with no capital commitment on behalf of the municipality and provide guaranteed savings over the course of the contract term. The total cost of power for our town he reported is \$28,097 for the utility bill, under the Solar Program which is the most profitable program in NYS passed by Governor Cuomo that would be paying \$22,200 thereby making 1<sup>st</sup> year savings of \$5,777.00. This would be saved over the entire term of the contract guaranteed which would be a savings of 43% over the supply charge. The town would save \$145,000.00 over the 20-year agreement. He noted that Mr. St. Onge was looking into installing a solar facility and he encourages this as there is much savings.

Currently building many facilities to supply many places in Dutchess county. This could be built anywhere in the territory of Central Hudson not necessarily direct, just within the territory. This gives the facility credit and thereby gives the credits and offset the cost of the bill.

A lot of Towns in addition to having interest in in utility savings – LAM would pay a use fee for land for purchase or lease, for 4 parcels, the landfill and 3 parcels across the street. He offered a purchase price of \$166,000 for the parcels. If the land was retained at \$25,000 which would increase at 2% each year compounded. Both are outstanding options which can be moved forward if the Town was interested.

Councilman Welsh asked if this was the same company Tom St. Onge was dealing with for the landfill. Mr. Lieberman stated he was not. There is no maintenance with the panels or installation required by the Town. Councilman Frasier asked what the term for lease would be. Mr. Lieberman replied 25 years/ \$25,000 year one, compounding 2% increase every year.

**HAZERDOUS MITIGATION PLAN**

Supervisor Tompkins stated this is on file in the Clerk’s office and available online.

**HANDBOOK**

Next meeting looking at presentation so that everyone may review the changes and additions that Mary Pearson and the Town Board Members have contributed.

There will be a Workplace Violence, Harassment, and Distracted Driving training presented by NYMIR on February 28<sup>th</sup> from 10:00-1:00PM for all town employees that is mandator, if you cannot attend please make arrangements by calling the Town Hall to attend a make-up class. Supervisor Tompkins also stated if you have had the training before, please supply certificates from your class so that it may be added to the personnel files. Employee emergency contact sheets have been handed out and all employees are asked to fill out and return the form as soon as possible.

**RESOLUTION #17-18 TO APPROVING REPAIRS TO TOWN VEHICLE**

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

**WHEREAS**, a Town of Union Vale vehicle, a 2015 Ford Explorer is in need of repair; and

**WHEREAS**, written estimates for the repairs were obtained and reviewed.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Union Vale hereby authorizes Dutchess Auto Body and Service Center to repair the Town of Union Vale Ford Explorer at a cost of not to exceed \$1,363.51.

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 #17-19 APPROVING HUMAN RESOURCE/PAYROLL TRAINER**

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

**BE IT RESOLVED**, that the Town Board of the Town of Union Vale hereby approves and authorizes Kathy Hunt to work on an as needed basis as the Town of Union Vale Human Resources/Payroll Trainer; and

**BE IT FURTHER RESOLVED**, that the hourly rate for the time worked shall be \$18.11 per hour.

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

Councilman Welsh stated that Kathy Hunt is a very good employee and he is glad to retain her in some capacity as she has many years of good experience. Supervisor Tompkins agreed stating that the Town has already reach out to her for assistance to answer questions and help.

#### **RESOLUTION #17-20 APPROVING INSTALLATION OF UNDERGROUND PROPANE TANK**

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

**WHEREAS**, the Town of Union Vale sought estimates for the installation of an underground propane tank at Town Hall for use with a generator; and

**WHEREAS**, the estimates have been received and reviewed.

**NOW, THEREFORE BE IT RESOLVED that** the Town Board of the Town of Union Vale hereby accepts the proposal of Bottini Fuel in the amount of \$3,497.61 for a 1000-gallon underground propane tank to be installed at Union Vale Town Hall.

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

At the recommendation of George Kolb and the electrician although a 1000-gallon tank is not needed for the generator however, when the heating system at Town Hall is replaced this will also be used as the fuel tank for the new system and the generator.

Councilman Frazier pointed out that this does not reflect the excavation costs which will make the Town responsible for this part of the work. Supervisor Tompkins stated the Parks Department could use the Highway equipment to excavate the area at no additional cost to minimize the total cost for the project.

#### **RESOLUTION #17-21 DECLARING PARKINSON'S AWARENESS MONTH**

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

**WHEREAS**, Parkinson's disease is a progressive neurological movement disorder of the central nervous system, which has a unique impact on each patient; and

**WHEREAS**, according to the Parkinson's Action Network, the Parkinson's Disease Foundation, the American Parkinson's Disease Association and the National Institutes of Health, there are over one million Americans diagnosed with Parkinson's Disease; and

**WHEREAS**, symptoms include slowness, tremor, difficulty with balance and speaking, rigidity, cognitive and memory problems; and

**WHEREAS**, although new medicines and therapies may enhance life for some time for people with Parkinson's, more work is needed for a cure; and

**WHEREAS**, increased education and research are needed to help find more effective treatments with fewer side effects and ultimately a cure for Parkinson's disease; and

**WHEREAS**, a multidisciplinary approach to Parkinson's disease care includes local wellness, support, and caregiver groups; and

**WHEREAS**, April has been proclaimed as World Wide Parkinson's Awareness Month for all to recognize the need for more research and help in dealing with the devastating effects of Parkinson's Disease.

**NOW, THEREFORE BE IT RESOLVED that** the Town Board of the Town of Union Vale does hereby proclaims April as Parkinson's Awareness Month in the Town of Union Vale.

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 #17-22 FOR THE ADOPTION OF JURISDICTIONAL ANNEX TO DUTCHESS COUNTY HAZARD MITIGATION PLAN**

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

**WHEREAS**, the Town of Union Vale has worked cooperatively with Dutchess County, with the assistance of Tetra Tech, Inc., in gathering information and preparing the Dutchess County Multi-Jurisdictional Hazard Mitigation Plan Municipal Annex (the Plan), a copy of which is annexed hereto; and

**WHEREAS**, the Dutchess County Multi-Jurisdictional Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

**WHEREAS**, Dutchess County and the Town of Union Vale are units of government that have afforded the citizens an opportunity to comment and provide input in the Plan and the actions of the Plan; and

**WHEREAS**, Dutchess County and the Town of Union Vale have reviewed the Plan and affirm the Plan will be updated no less than every five years; and

**NOW, THEREFORE BE IT RESOLVED**, that this governing body approves and adopts the attached Dutchess County Hazard Mitigation Plan Municipal Annex as this jurisdiction's Natural Hazard Mitigation Plan, and resolves to execute the actions of the Plan.

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 AND APPROVING LISTING OF PROPERTY FOR SALE**

Tabled due to recommendation by Robert Taft as he would like to do research before it is listed.

#### **RESOLUTION #17-23 AUTHORIZING ADVERTISEMENT FOR SEALED BIDS**

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

**WHEREAS**, the Barn Building at Tymor Park sustained damage to the ceiling from a sprinkler malfunction; and

**WHEREAS**, the Town of Union Vale desires to obtain sealed bids for the proper removal of the ceiling material at the Barn Building at Tymor Park.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of the Town of Union Vale hereby authorizes the advertisement of sealed bids for the removal of the ceiling materials at the Barn Building at Tymor Park; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Union Vale hereby authorizes and directs the Town Clerk to advertise for sealed bids in the official newspaper of the Town of Union Vale.

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 COMMENTS ON NON-AGENDA ITEMS**

None

Next Meeting is Thursday, March 2, 2017.

Councilman Frazier made a motion to adjourn at 8:31PM which was seconded by Supervisor Tompkins and all Board members were unanimously in favor of the motion.

Respectfully Submitted,  
*Andrea Casey*  
Town Clerk