

UNION VALE TOWN BOARD MEETING JANUARY 19, 2022

UNION VALE TOWN HALL 7:30 PM

PRESENT: Supervisor Betsy Maas

Town Council: Kevin Durland, Perry Gusikoff, Kevin McGivney, John Welsh

Town Clerk: Andrea Casey

Highway Superintendent: Ed Kading

Town Attorney: Jeff Battistoni

Call to Order and Salute to the Flag at 7:30 PM

Motion Approve Minutes: Councilman Welsh made a motion to approve the December 16, 2021 meeting minutes, seconded by Councilman Durland and all were unanimously in favor.

Supervisor Report

Cash Flow:

- At 110% of revenue projections and 89% of expense projections
- The year end final report will not be ready until all 2021 bills are received
- Clerk Fees were up 154%
- Summer camp was up 14%, higher than expected
- Facility rentals was 44% higher than budgeted
- Equestrian Center had the best year in history, up 56% from budgeted
- Pool Fees were up 329%
- Mortgage tax was up 214%
- Cash balance General Fund: \$1,822,612.00
- Cash balance Highway Fund: \$328,476.00
- The General Fund balance is different from last month from as a series of items were moved into capital projects and the money was reallocated into a separate account called 'Capital Projects'
- New Tax Collector, Kaye Saglibene, has sent the tax bills on January 18th. As per our financial policy, Ms. Saglibene has given proof of her personal tax payments
- Received a grant from NYSERDA, Union Vale recently completed 4 high impact actions, we are named clean energy community and edible for \$5,000.00 The CAC has suggested an idea to the Town Board of how to spend the funds.
- Town Board members have received the list of warrants/abstracts; cash receipts, escrow reports, Building Dept. report, performance vs budget report and lists of all deposits made in both the General Fund and Highway Fund.

Board Member Reports

Councilman McGivney- nothing to report

Councilman Durland- has been working with the Town Supervisor for expanding the pool of applicants to the Planning Board to fill the vacancy. As a former Chair of the Planning Board, he understands the difficulty with finding qualified candidates who are interested.

Councilman Welsh worked further with the Town Supervisor talking about library plans for the future and the need for professional advice such as a consultant. He has also been reviewing the policies for this upcoming meeting.

Councilman Gusikoff- has been working on the project of obtaining a new attendant booth for the Recycling Center. It will be outfitted to fit two people, records and overall better suited for extreme temperatures. As of now costs are coming in under what was expected. Superintendent noted he may also have something that may work. The initial budget cost was estimated at 20K but right now it is at 13K. Councilman Gusikoff is hopeful this may be ready in the Spring.

Highway Report

Superintendent Kading reported they have been keeping up with the winter weather. They have been using a lot of salt, and as he mentioned last year, they are cutting the salt with stone dust to try and be more environmentally friendly. They have been pre-treating the roads prior to the storm to be more efficient with less manpower thereby saving money.

Garage at highway department is well underway, roof should be complete tomorrow, weather dependent. A tree company was hired to take down dangerous trees along the roads, right now the count is 15 trees removed.

Town Clerk Report

Town Clerk Casey reported that both local laws for retail dispensaries and on-site lounges for cannabis consumption were sent to both the State and the Office for Cannabis Management. A letter from both agencies was sent stating that they have been received.

Public Comment Agenda Items:

Jane Geisler, Milewood Road, spoke about the resident's satisfaction with the MHLS and asked about the need for a consultant. She asked if the consultant will explore all possible options including our independent proposal.

Supervisor Maas noted that the proposal will include to be part of the MHLS.

Carol Geisler, former resident now lives in Alaska, wanted to be sure that we would be part of the Mid Hudson Library System, as it is a vital part of the entire package. Both she and Jane were happy to learn that a Union Vale library would be part of MHLS and not a stand alone library which is what they heard.

Lalita Malik, Patrick Drive, spoke about disagreeing with having our own library, every resident is on a fixed income and she does not want taxes to increase. She would like further clarification on if we pay per card holder, how many card holders, and how this is billed? Per household, per member? Will the consultant be from Union Vale to keep taxes in town?

Jean Moore, Darren Road, wants the town board to know she opposes this resolution, she spoke with residents who would prefer using the surrounding community libraries. She also spoke about the deed of conveyance, and the issues she thought violated that agreement.

Board, Committee, Commission & Council Reports

Recreation Department Report—submitted by Recreation Director, Alison Croke. The Full-day TGTT program has been active with both Arlington and Millbrook school going remote after winter break. Summer camp registration is open and they are starting to prepare for the summer. Traditional Camp, Kids Camp and a new team leadership program formerly known as the CIT (Counselor in Training) program.

Parks Report - submitted by Jake Gosnell Park Manager. He reported about snow and ice storms and catching up on indoor and outdoor projects. Summer camp registration is open and he is excited about all the new ideas for the upcoming season. As a reminder anyone sledding is permitted to park in the Town Hall or Park parking lots, not along Duncan Road.

Constable Report- submitted by George Treadwell. In December 2021, the constable patrolled approximately 628 miles town road including all town properties. The Explorer was filled with 88.6 gallons of gasoline. 3 town court 49 cases, 27 actual appearances and no incidents. 33 nights of traffic detail, 6 nights of very heavy traffic with 1 direction traffic flow, 1 minor accident in driveway otherwise no incidents to report.

Dutchess County Workers Compensation Plan- Supervisor Maas explained this long-standing issue with the town and county. After mediation, it was agreed to pay Dutchess County \$90,000.00 over 2 years. The issue is now closed as are the WC cases.

Bus Safety Program & Court Fines- Supervisor Maas summarized this by explaining that all buses will be outfitted with cameras, this is due to drivers going around school buses as children are entering and exiting the bus, creating an unsafe situation. There will be a fine, the 1st is \$250 next \$350, and finally \$450. Some people contest it and therefore go to court. It is the Town Board's job to determine the fee to impose. Judge Pancio gave his suggestion which included a \$25 administrative fee, \$150 first offense, \$300 second offense and \$450 third offense based on if this was a moving violation, as written by a police officer, those would be the fees.

Councilman Welsh said the bottom line is that it protects our children and if the Judge is recommending this, it behooves us to follow that guideline and accept it.

Councilman Gusikoff noted that this is in line with what is already in place and implemented across the state and a huge safety issue to help set a precedent.

Motion to Accept Bus Safety & Court Fines

Supervisor Maas made a motion to accept a court fee exchange of a \$25.00 administrative fee, \$150 for the first offense, \$300 for the second offense and \$450 for the third offense which was seconded by Councilman Welsh and all were unanimously in favor.

Annual Review of Policies & Procedures (7)

Procurement Policy:

Supervisor Maas noted the changes were a lowercase ‘p’ on page 7. ‘Please refer to the Town Code chapter 65’. Attached is the best value proposition for explanation.

Motion to Approve Procurement Policy

Supervisor Maas made a motion to approve the Procurement Policy including the addition on page 7, the new line under paragraph H. This was seconded by Councilman Welsh and all were unanimously in favor.

Public Employer Health Emergency Plan:

2 Changes in personnel at the county level (pages 15&16)

Motion to amend Public Employer Health Emergency Plan

Supervisor Maas made a motion to change page 12 to ‘All Employees are entitled to leave time consistent with quarantine time as recommended by the CDC or the State of New York for COVID-19.’ This was seconded by Councilman Welsh and all were unanimously in favor.

Motion for Covid Time-Off Policy for Employees

Supervisor Maas made a motion in 2022 pay employees up to 5 days which is consistent quarantine time recommended by the CDC and State of New York if they are out for COVID-19. This was seconded by Councilman Welsh and all were unanimously in favor.

Credit Card Use Policy and Procedures

Supervisor Maas noted page numbers should be added.

Financial Control Policies & Processes

Supervisor Maas noted on page 3 item #6, Union Vale no longer has a shared service agreement with LaGrange therefore does not need to be an automatic payment and this should be corrected.

Motion to update Financial Control Policies & Processes

Supervisor Maas made a motion to make the automatic payments (page 3) as mentioned in #6 about voucher processing consistent with those approved by the Town Board at the organizational meeting annually in January. This was seconded by Councilman Welsh and all were unanimously in favor.

Financial Processes

Supervisor Maas and Town Clerk Casey explained there is not a need for a second signer such as the Deputy Town Clerk on the Town Clerk account. The only checks that are written from that account are to the Town Supervisor, Agriculture & Markets and State Dept. of Health. No refunds are ever issued from this account. The Finance Office also keeps a copy of Bank records for this account as a double check.

Motion to update Financial Processes

Supervisor Maas made a motion to remove the final bullet point on Financial Processes under the Town Clerk, delete “and Deputy Town Clerk”. The only signer will be the Town Clerk. This was seconded by Councilman Durland and all were unanimously in favor.

Cash Handling Procedures for Recreation Department

Supervisor Maas stated this was created in May of last year and done in a diligent and meticulous manner thereby not needing a new review so soon.

Motion to Pass Cash Handling Procedures for Recreation Department

Supervisor Maas made a motion to pass Cash Handling Procedures for Recreation Department policy as is. This was seconded by Councilman Welsh and all were unanimously in favor.

Systems Usage & Security Policy

Supervisor Maas noted the one minor change of the IT company name change from Sullivan Data to Logically with updated contact information.

Motion to Pass Systems Usage & Security Policy

Supervisor Maas made a motion to approve the Systems Usage & Security Policy as is with minor administrative changes such as name and address. This was seconded by Councilman Durland and all were unanimously in favor.

Discussion: Local Law Expanding the Required Residency for PB Members

Supervisor Maas explained the need for possibly changing the residency requirement for planning board members as electors of the Town. She spoke to attorneys and AOT, and this can happen with the process of passing a local law. There are not many residents that raise their hand for this position due to the workload and time demand.

Councilman Durland discussed this position is a lot of work and it is can be helpful to have the ability to select from a larger pool of applicants.

Supervisor Maas further explained that if they live on a parcel where part of the parcel is located within the Town of Union Vale but the residence is located in the adjoining town that is bisected by the town line and if the person is fully qualified they should still be able to be considered as an applicant. As the Town Board is ultimately responsible for making the decision this would be done by approval from the Town Board for each instance.

Councilman McGivney had concerns about changing town law and asked about how the advertising methods to reach a broader audience. He feels strongly about having a town resident as someone who plans and shapes the future of the town. He would like to exhaust all options before moving forward to accept a non-resident.

Further discussion ensued. Supervisor Maas offered to continue to advertise but also prepare the resolution of introduction for the next meeting and hold a public hearing to get the input of the public.

CAC Composting Toilet

The CAC suggested a composting toilet at the Equestrian Center, there is no electricity needed, lower maintenance, both park and highway crews have had experience in building these. Rental toilets are \$125 per month, and they feel \$5,000.00 is a great target.

Motion Approving CAC's Recommendation for use of \$5000 Designation Grant from NYSERDA

Councilman Welsh made a motion to accept the CAC recommendation to use grant money to make a composting toilet at the equestrian center. This was seconded by Councilman Durland and all were unanimously in favor.

Resolution 20-22: Directing Town Assessor to Grant Exemptions in 2022 (See Resolutions)

Motion Approving the Hiring of a Library Consultant

Councilman Welsh made a motion for approving the hiring of a Library Consultant for Community Engagement to assist with the determination of Union Vale's interest in building a Municipal Public Library above the Senior Center in Tymor Park with the intention of pursuing a Charter from the Regents of the Department of Education, Albany, NY which was seconded by Supervisor Maas and all were unanimously in favor.

Discussion: Councilman Welsh noted it would be important to have an expert in this field that understands the entire process would enlighten everyone in the Town and clear up any misunderstanding. One example would be that after the Town is chartered, the town will be part of the Mid-Hudson Library System. Supervisor Maas stated that the Town needs to do their due diligence and provide clarification to see what the residents would enjoy. The consultant will help explore a long-term plan that best suits the residents, especially those that she calls the 'silent majority' who do not speak share their opinions at meetings. Councilman McGivney agrees with the idea but asked if there was a price cap. Supervisor Maas said this would be decided after the proposals are received they could then analyze each of them and choose the best option.

Motion to Pay Bills

Councilman Welsh made a motion to approve budget adjustments, warrants, & pay bills which was seconded by Councilman Durland and all were unanimously in favor.

Public Comments on Town Issues

Elfriede Tillman- asked if this was part of budget and further inquired about the placement of the library. Supervisor Maas explained that referendum came up after the budget was passed and now we have to deal with that but the Town does have the ability to pay for it.

Steve Frazier, Walsh Road, spoke about the implication of the incompleteness of the disaster preparedness plan. He stated that he was asked to suspend the work as the State would require including pandemic preparedness as well which was not yet ready and this is why the task was incomplete.

Bill Crain, resident of Beekman, would like Beekman to do more to protect trees and asked that Union Vale to consider doing this as well. They are such an instrumental natural resource protecting our planet, human and animal lives. He also pointed out their impact on the carbon footprint and how they help minimize global warming.

Motion to Adjourn

At 9:12PM Councilman Welsh made a motion to adjourn the meeting which was seconded by Councilman Gusikoff and all were unanimously in favor.

Respectfully Submitted,

Andrea Casey, Town Clerk

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**TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 20 OF 2022:**

**RESOLUTION DIRECTING TOWN ASSESSOR TO GRANT EXEMPTIONS
IN 2022**

WHEREAS, on December 26, 2021, Governor Kathy Hochul issued Executive Order No. 11, declaring a State disaster emergency for the entire State of New York due to the COVID-19 pandemic; and

WHEREAS, this State disaster emergency has resulted in limited hours in municipal offices in the Town of Union Vale and rendered senior citizens and individuals with disabilities residing in Union Vale homebound. These factors combined have made it difficult, if not impossible, for many in these populations to file their real property tax exemption applications in person, which is often the preferred method of filing; and

WHEREAS, in recognition of the above problems caused by the pandemic, Governor Hochul issued Executive Order No. 11.1 on December 26, 2021, thereby extending Executive Order No. 11. This extension of the Governor's Executive Order modifies subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, the effect of which permits the governing body of an assessing unit (i.e., the Town Board of the Town of Union Vale to adopt a Resolution directing the Assessor to grant exemptions on the 2022 assessment roll to all property owners who received such exemptions on the 2021 assessment roll (i.e., senior citizens and individuals with disabilities with limited income), thereby dispensing with the need for such persons to file renewal applications to request such exemptions for this year only; and

WHEREAS, Executive Order 11.1 further allows the governing body of said assessing unit, in any such Resolution, at its option, to include procedures by which its Town Assessor may require a renewal application to be filed if he has reason to believe that an owner who qualified for the exemption on the 2021 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner or died; and

WHEREAS, pursuant to said Executive Order, the Town Board of the Town of Union Vale wishes to adopt such Resolution directing the Town Assessor of the Town of Union Vale to grant exemptions on the 2022 assessment roll to all eligible senior citizens and individuals with disabilities with limited income, and granting the Town Assessor of the Town of Union Vale the authority to require renewal applications for due cause, as discussed above, utilizing procedures outlined below;

NOW THEREFORE, BE IT RESOLVED, pursuant to the authority granted by Executive Order No. 11.1, issued by the Governor of the State of New York, that the Town Board of the Town of Union Vale hereby directs the Town Assessor of the Town of Union Vale to:

1. Grant exemptions on the 2022 assessment roll to all individuals who received the senior exemption on the 2021 assessment roll and all individuals who received the exemption on the 2021 assessment roll because they were recognized as a person with disabilities and limited income, thereby dispensing with the need for any such individuals to file renewal applications for such exemptions, except that;

2. The Town Assessor may, in his sole discretion, require a renewal application to be timely filed with his office if he has reason to believe that any such individual, who qualified for the aforementioned exemption on the 2021 assessment roll, may have since changed their primary residence, added another owner to the deed for the relevant property, transferred such property to a new owner or died. If the Town Assessor requires such renewal application be filed, he shall notify the owner of the subject property of such requirement by regular mail, with such notice shall containing instructions on how to file the renewal application. Said renewal application may be returned by mail or by making an appointment to drop same off at the Town Assessor’s office, 249 Duncan Road, LaGrangeville, NY 12540.

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INTRODUCED: Councilman Durland SECOND: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland	<u> Aye </u>
Councilman Gusikoff	<u> Aye </u>
Councilman McGivney	<u> Aye </u>
Councilman Welsh	<u> Aye </u>
Supervisor Maas	<u> Aye </u>

DATED: Union Vale, New York
 January 19, 2022

I, Andrea Casey, Town Clerk of the Town of Union Vale DO, HEREBY CERTIFY that the foregoing is a true copy of a resolution offered by Councilman Durland, seconded by Councilman Welsh, and adopted at the meeting of the Town Board, held on January 19, 2022.



 Andrea Casey, TOWN CLERK