

**UNION VALE TOWN BOARD MEETING NOVEMBER 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

PUBLIC COMMENT ON AGENDA ITEMS

None

REPORTS OF SUPERVISOR AND COUNCIL

Supervisor Tompkins stated she opened the bank account for the SAM grant to receive the funds at Bank of Millbrook.

The blacktop bids were received and opened, 2 bids were compliant and the third was late and incomplete. The Town Board needs to make a decision to accept the two bids or re-bid the project. The Supervisor suggested that they accept the lowest bidder and not re-bid as the prices have been revealed and it would be unfair for those that were compliant.

Councilman Welsh made a motion to move forward to the lowest bidder, Clove Excavators, which was seconded by Councilman McMorris. Councilman Frazier pointed out that the prices may be subject to change and feels the Town would get a better price with better paving conditions. Councilman Frazier questioned as to whether the cost of asphalt may be subject to change. Attorney Jacobellis stated he did not see any verbiage that allowed the bidder could raise the price for next year. If this was the scenario, and the Company could not perform under their contract, the Town would then have to reject it, and re-bid.

Roll Call Vote on electing Clove Excavators for Town Hall Paving:

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

Councilman Welsh had nothing new other than the budget for the equestrian center staff and hopes this is added in before the budget is finalized.

Councilwoman Kelley spoke about her work with the Ethics Committee and the upcoming training on November 30th that all committee members attended. She would like the Board to agree to move Peter Bonk for full member as opposed to an alternate. There was a motion to appoint Peter Bonk to full member by Supervisor Tompkins which was seconded by Councilwoman Kelley. All were in favor with the exception of Councilman Frazier.

On November 29th Marc Molinaro will be here for his 2018 County Budget Presentation. All residents, non-residents and any public members are welcome to attend. The Board will film this for those that cannot attend.

Councilman McMorris spoke about his work with the benchmarking. He read a letter from Bill McCabe about the signage law and the commendable efforts of Town Board in not taking raises however he felt that with the decrease in Town Budget paid full-time and part-time employees should get more than a 1% increase especially with regard to the fact that they are now contributing to health insurance. He also mentioned that he would like a solution to the employee sick-time preferably in 2017 rather than waiting until next year.

Councilman Frazier had nothing to report.

BOOKKEEPER

More detailed information is on file in the Town Clerks office. Mr. Courtien also spoke about upcoming smaller expenses the Town will incur.

October 2017:

A-Fund Revenue: \$16,485.36

D-Fund Revenue: \$ 0

A-Fund Expenses: \$100,375.13

D-Fund Expenses: \$12,894.85

CODE ENFORCEMENT

(SUBMITTED 11/20/17)

PERIOD OF: October, 2017

UNION VALE TOWN BOARD MEETING NOVEMBER 16, 2017

1. Training and certification for ICS-300 FEMA Emergency Incidents has been completed by this office.
2. Two court cases have been completed and fines levied for non-compliance issues.
3. All complaints relative to the Cricket valley transmission line work have been addressed to date.
4. Please bring to everyone's attention that all woodstove appliances should be inspected and cleaned as well as checking all smoke/carbon monoxide detectors for proper operation.

Work outline as follows:

Inspections performed	: # 76	Complaints received	: # 5	Complaints acted on	: # 5
Violation Notices issued	: # 5	Violation abated	: # 4	Appearance tickets issues:	# 0
Building Permits issued	: # 42	Residents meetings	: # 18	Fire call outs	: 1
Old Permit C/O's issued	: #31	Cert. Occupancy/Compliance	#15	Plan review hrs.	: # 16
Municipal Searches	: # 9				

CONSTABLES

October 2017:

Constables patrolled approximately 770 miles of town roads for the month filling the Explorer with 37.8 gallons of gas. The (3) court dates totaled 98 cases on the dockets with 50 actual appearances. There were no incidents to report. The final 5 hours of state mandated Legal Training was completed on October 17th.

Assigned Halloween patrols were performed with Constables reporting:

- * (1) child was injured falling off a hay wagon while trick or treating on Breezy Hill Dr. staying on scene until ambulance arrived.
 - * Called DCSO reporting (1) car auto accident on Bruzgul Rd. staying on scene until DCSO/ambulance arrived.
- Constables reported the following during patrols:
- * Warning issued for dog in prohibited area of park. 10/6
 - * Toilet in restroom at Godfrey was running with water on floor and outside. Able to stop water and park office notified. 10/9
 - * (3) suspicious vehicles were reported to be sitting at Lime Mill cul-de-sac DCSO responded. 10/16
 - * No Parking signs on Lime Mill Rd. near park rear gate pulled out of ground. 10/17
 - * Town Hall rear door unlocked upon arrival for shift with alarm not set, Constable office ajar, utility room lights on and Tymor Reading room lights on. 10/17.
 - * Bear spotted at 81 South Smith Rd. 10/17
 - * Upstairs rear door above Sr. Citizen Rm. unlocked with alarm set and gate to rear of park unlocked and open. 10/19
 - * Upper soccer field gate unlocked. 10/20
 - * Assisted town residents with locating their dogs at Equestrian Center, dogs located. 10/21
 - * Daycare Room door and double doors to large room unlocked with alarm not set. 10/22
 - * Rear door to Sr. Citizen Rm. unlocked with alarm set. 10/25
 - * Sr. Citizen room alarm not set. 10/28
 - * Sr Citizen kitchen lights on and alarm not set. 10/29
 - * Double doors to Large Room unlocked with alarm set. 10/31

ANIMAL CONTROL

During the month of October, there were two lost dogs, two (separate) found dogs and three dog complaints. (More specific information, regarding dates, parties involved etc. can be accessed in the Animal Control Officer's log book.)

HIGHWAY

No Report

MEDIA

No Report

PARKS

Jake Gosnell stated soccer wraps up this week and will begin prep for the ice rinks.

RECREATION

I. Dinner With Santa is FULL!

- A. Reminder for those already registered - Saturday, Dec 2 @ 3:30pm
- B. **Everyone** is encouraged to attend the **Holiday Lighting Ceremony @ 5:00pm**
- C. Hot chocolate will be served as you stroll around the park and see the light display

II. Upcoming Events:

- A. TGTT Days – Nov 22, Dec 7, 8am-6pm, register online www.unionvalerec.com
- B. Full Moon Hike – Dec 4, 7pm open to all, free

III. Fun things are happening on our Facebook Page!

- A. "UNION VALE PARKS AND RECREATION" – like, comment, engage
- B. "Did you know?" segments
- C. "Meet our staff"

IV. Open-Door Invitation

- A. Residents are encouraged to make appointments or drop by Recreation Office (*Hours: 9am-1pm, later appointments can be made upon request*)
- B. **Communication** is vital between residents and Recreation Director ALL year long – please stay actively engaged & curious about all your parks can offer

V. **Happy Thanksgiving** – we are very grateful for everyone’s support of our parks & programming

PLANNING

DATE RECEIVED	CHECK #		NATURE OF PAYMENT	AMOUNT
11/18/2017	8888	Steven Habiague	East Mountain Scoping Session	\$5,000.00
		<i>Total Application Fees:</i>	<i>\$0.00</i>	
		<i>Total Escrow:</i>	<i>\$0.00</i>	
		<i>Total Miscellaneous:</i>	<i>\$5,000.00</i>	
TOTAL				\$5,000.00

ZONING

DATE RECEIVED	CHECK #	PAID BY	NATURE OF PAYMENT	AMOUNT
		No monies taken this month		
		<i>Total Misc.:</i>	<i>\$0.00</i>	
		<i>Total Application Fee:</i>	<i>\$0.00</i>	
TOTAL				\$0.00

RECYCLING

Tom St. Onge reported that he is pleased to announce that the Town has been awarded an *Electronic Waste Assistance Grant* from the DEC. This grant was designed to help local communities with the unexpected costs of recycling e-waste from the time period of April 2016 through March 2017. The reimbursement amount is \$570.63.

2018 Recycling Center permits should be available for purchase beginning November 25. Please purchase your 2018 permit by Sunday, December 31st. We encourage people to mail in their permit application to the Town Hall, to hand their application with payment to the recycling center staff, or to purchase directly from the Town Hall. There will be no permit sales from the “Shack” as the shack has been relocated and repurposed.

TOWN CLERK

A1255	Conservation License	\$839.00
A1255	Certified Copies	\$270.00
A1255	Copy Machine	\$13.50
A1255	Marriage License	\$0.00
A2001	Summer Camps	\$0.00
A2001	After School / TGTT	\$6,253.00
A2001	Equestrian Center	\$1,103.00
A2001	Facility Rentals	\$1,365.00
A2001	Other Rec. Revenues	\$1,121.00
A2012	Concession Stand	\$7,000.00
A2025	Swim Passes	\$1,452.00
A2089	Special Events	\$240.00
A2130	Recycle/Compact	\$5,407.00
A2130	Refuse Bin	\$1,117.20
A2544	Spayed/Neutered Dogs	\$180.00
A2544	Intact Dogs	\$62.00
		\$26,422.70
Amount paid to Revenue Accounting Unit for Conservation Licenses		\$792.01
Amount paid to State Health Department for Marriage Licenses		\$0.00
Amount paid to NYS Dept. of Agriculture and Markets for neutering fees		\$36.00
		<u>\$25,594.69</u>

DISCUSSION ON PTO

Councilwoman Kelley discussed the meetings with the Department heads how PTO time could be handled in the future. The two scenarios are to have PTO (paid time off) which is a lump sum rather than to have separate categories for each. She explained that the current handbook does not reward those individuals that have been with the Town for a longer period of time. She feels this is something to correct as to improve employee retention. Another factor is requiring doctor's notes after 3 days, a suggestion was to have a phone call discussion with the corresponding Supervisor and add that a doctor not may be required. She also spoke about the importance of having lunch breaks and days off. Supervisor Tompkins feels the handbook be revised in order to stipulate that not an entire department may be depleted due to everyone requesting off. Councilman McMorris is in favor of carrying over sick time from year to year. He has concerns with turning personal time into sick time. Councilman Welsh stated that the cost of implementing this will need to be researched. There was further discussion on the requiring of a doctor's note after 3 days, although standard practice may not be needed in all cases. Supervisor Tompkins pointed out that the doctor's notes are to limit the Towns liability to allow people to return to work who are capable. The board felt 6 days for sick time was generous and 4 was too restrictive. The Supervisor felt that this should be updated in the New Year as to include handbook updates to support the changes.

DISCUSSION ON SIGN LAW REVISIONS

Councilwoman Kelley pointed out this was a long-term topic of conversation from election signs to signs for places of business. She felt it would be prudent assemble a committee including George Kolb, Attorney Michael Liguori, Chairs of Planning and Zoning and a Town Board Member to discuss in depth what to update and broaden what people are allowed to do. Everyone agreed that commercial areas would allow more of a variety of materials and be more restrictive.

MOTION TO ASSEMBLE SIGNAGE LAW COMMITTEE

Councilwoman Kelley made a motion to assemble committee to research the signage law and have Councilman Frazier as the Town Board member which was seconded by Councilman Welsh. All were unanimously in favor.

RESOLUTION #17-109 OF THE TOWN BOARD OF THE TOWN OF UNION VALE ADOPTING THE ANNUAL TOWN BUDGET FOR THE FISCAL YEAR 2018*

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

WHEREAS, the Town Board of the Town of Union Vale, has met and considered the tentative budget, as well as the preliminary budget for the fiscal year beginning January 1, 2018;

WHEREAS, the Town Board of the Town of Union Vale conducted a public hearing on the 9th day of November, 2017 at Town Hall, 249 Duncan Road, Lagrangeville, New York, at which time the Union Vale Town Board did meet and review such preliminary budget as compiled, and accepted public comment for or against any items contained therein, as required by New York State Town Law §108.

NOW, THEREFORE BE IT RESOLVED, that pursuant to Town Law §109, the preliminary budget as changed, altered and revised and is hereby adopted as the annual budget of the Town of Union Vale for the fiscal year beginning on January 1, 2018 and the same be entered in the minutes of the Town Board.

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

Roll Call Vote (on 2018 Adopted Budget)

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

TOWN BOARD DISUCSSION:

Councilman Frazier asked for the 4th full time highway member to be re-added to the budget at \$31,648 which should be added to that budget line and \$2,508 to the benefit package which he offered as a motion. There was no second to the motion, Councilman McMorris said Mr. Wisseman did not actively search for a replacement as there was no explanation from the Highway Superintendent as to why he would need the additional member. He further cited asking information regarding a purchase and feels that this is a duty of being an elected official to ask these questions. Councilman Frazier has concerns about the roads being plowed without the additional manpower.

Councilman Welsh inquired about the recreation secretary misunderstanding of removing the \$3,200. Miss Dickinson replied that a portion of Betty Albrecht's former wages were directed into a stipend to merge the position as Equestrian Center Director the former work that Mrs. Albrecht is now computerized and she was needed last year for the transition period. There was further discussion on the revenue and potential programs that will be introduced in 2017 as well as incurred expenses. Councilman Welsh is concerned that the Equestrian center will not be used if this money is not put into the budget. There was further discussion on the job tasks that the 2 secretaries both seasonal and full year and the salary and the reasoning behind the decisions. Councilman Welsh agrees that it is important as an investment and a trial and the Board owes it to the residents and longtime valued employee Elizabeth Albrecht. Councilwoman Kelley brought up a compromise to grant more hours.

AMMENDMENT 1:

Councilwoman Kelley made a motion that \$2,536 instead of \$3,200 be added to the budget line and be required to track her hours to provide data for the following year, this was seconded by Councilman Welsh

Roll Call Vote:

Councilman Welsh-	Aye
Councilwoman Kelley	Aye
Supervisor Tompkins	Nay
Councilman McMorris	Aye
Councilman Frazier	Aye

AMMENDMENT 2:

Councilman Frazier spoke about an increase of \$18.50 from \$17.50 per hour for the parks and recreation secretary due to her longevity, new responsibilities and job title. This was seconded by Councilman Welsh.

Roll Call Vote:

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

Bookkeeper Courtien also brought the potential increase in the liability insurance which increased slightly this year and he anticipates will increase again in 2018.

AMMENDMENT 3:

Supervisor Tompkins made a motion to increase the budget line for 1919 to \$60,000 to include a potential increase in the Towns liability insurance. This was seconded by Councilman Welsh All were unanimously in favor.

Bookkeeper Coutien pointed out that the interest revenue the Town earned would be less now that it is not in the Hudson Valley Federal Credit Union. Based on this he proposed that the interest in the A-Fund would be \$500 and the D-Fund \$200.

AMMENDMENT 4:

Councilman Welsh made a motion to reduce line 2401 to A-Fund to \$500 and the D-Fund \$200. This was seconded by Supervisor Tompkins and all were unanimously in favor.

Bookkeeper Courtien recommended the Less Fund Balance & Appropriation Reserves from \$55,000 to \$60,000 this would allow the fund balance to increase.

Tompkins Kelley
All in favor

AMMENDMENT 5:

Supervisor Tompkins made a motion to change the amount from \$55,000 to \$60,000 at Mr. Courtien's suggestion. This was seconded by Councilwoman Kelley and all were unanimously in favor.

Councilman McMorris brought up the concession stand and stated he would like this to go out to bid to reputable places such as Verbank Deli or *Famiglia* Pizzeria where rent is paid upfront and the liability is removed from the town as it is operating at an 11,000 loss. He agrees to the budget this year, but would like to address this for 2019. Supervisor Tompkins agreed and cited Oktoberfest with having East Fishkill handle the food and making a larger profit margin.

MOTION TO ENTER INTO EXECUTIVE SESSION

Councilman Frazier made a motion to enter executive session with the Recreation Director to discuss personnel issues. Councilman McMorris seconded the motion and all were in favor.

MOTION TO EXIT EXECUTIVE SESSION

Councilman McMorris made a motion to exit executive session and proceed with the regularly scheduled meeting which was seconded by Councilman Welsh. Supervisor Tompkins stated no decisions were made and no money was spent. All were unanimously in favor.

AMMENDMENT 6:

Councilman Frazier made a motion to increase the budget line for the Recreation Director to \$52,500. This was seconded by Councilman Welsh.

Roll Call Vote:

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

Councilwoman Kelley asked about the MS4 highway line 5130 which was discussed with George Kolb and Engineer Larry Paggi and the amount was thought to be correct as this was more for maintenance costs.

Councilwoman Kelley inquired about 3120 – Constables there was question if a constable in charge making more than others, Attorney Jaobellis said there was nothing in the town law nor state laws prohibiting a “Constable in Charge” from making more than other Constables.

AMMENDMENT 7:

Councilwoman Kelley made a motion to increase line 1010.4 for the Association of Towns for the newly elected Town Board Member add 700 for (2) members which would total \$1000 in the line. This was seconded by Councilman Welsh.

Roll Call Vote:

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

RESOLUTION #17-110 AUTHORIZING PUBLIC NOTICE FOR MATERIAL BIDS FOR 2018

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

WHEREAS, the Town of Union Vale Highway Department Superintendent has prepared a list of materials needed for operation of the Town of Union Vale Highway Department for 2018; and

WHEREAS, pursuant to Section 103 of the General Municipal Law of the State of New York, which requires that all expenditures for materials which exceed \$20,000.00 be awarded to the lowest responsible bidder; and

NOW, THEREFORE BE IT RESOLVED, that the Town Clerk of the Town of Union Vale is hereby directed to publish proper notice for the solicitation of bids in the official newspaper for the Town of Union Vale for the purchase of materials for use of the Town of Union Vale Highway Department for 2018.

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

Roll Call Vote:

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

RESOLUTION #17-111 APPROVING AND ADOPTING ETHICS BOARD POLICY AND PROCEDURE

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

WHEREAS, the Town of Union Vale Town Board has recently filled vacancies on the Town of Union Vale Ethics Board; and

WHEREAS, the Town Board of the Town of Union Vale has had an opportunity to review recommended policies and procedures for a town ethics board in New York State as recommended by the New York State Comptroller’s Office.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby approves and adopts the policy and procedures for the Town of Union Vale Ethics Board as attached hereto and made a part hereof; and

BE IT FURTHER RESOLVED that a copy of the Ethics Board policy and procedure shall be kept in the file in the Office of the Town Clerk.

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

Roll Call Vote:

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

Attorney Jacobellis reviewed and approved as it is recommended by the State and is a good starting point which may be changed at any further date by resolution.

RESOLUTION #17-112 AUTHORIZING BID FOR SAM GRANT PAVING PROJECT

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

WHEREAS, the Town of Union Vale placed a bid for repaving of the Town Hall parking area. to include mill joint at Duncan Rd and shim, as needed with an overlay with 1.5” of Type 6 Reg. Top. Berms to be installed in front of parking spaces.

WHEREAS, the Town of Union Vale decided this be awarded to the lowest responsible bidder; and

NOW, THEREFORE BE IT RESOLVED, the qualifying contractor must carry \$1,000,000 insurance policy with the Town of Union Vale as additionally insured: \$500,000 property damage for each occurrence to be included with the bid package.

NOW, THEREFORE BE IT RESOLVED the bid be awarded to Clove Excavators in the total amount of \$55,970 for labor, materials and equipment.

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	Nay

RESOLUTION #17-113 ASSEMBLE SIGNAGE LAW COMMITTEE

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 grants authority to assemble committee to research the signage law composed of Code Enforcement Officer George Kolb, Attorney Michael Ligouri, and both the Planning & Zoning Chair persons and to include Councilman Frazier as the Town Board member.

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- 114 TO AUTHORIZE PAYMENTS

The following Resolution was offered by Councilman Welsh, seconded by Councilman McMorris, 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 #11 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

Supervisor Tompkins stated the Next Town Board Meeting would be December 7 and she wishes everyone a Happy Thanksgiving.

MOTION TO ADJOURN

At 8:45pm Supervisor Tompkins made a motion to adjourn which was seconded by Councilman McMorris and all were unanimously in favor.

Respectfully Submitted,
Andrea Casey
Town Clerk