

**UNION VALE TOWN BOARD MEETING JULY 6, 2017
TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY 7:00 PM**

PRESENT: Supervisor Tompkins

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

THE MEETING WAS OPENED WITH THE FLAG SALUTE.

At 7:00 PM Supervisor Tompkins opened the meeting.

PUBLIC COMMENTS ON AGENDA ITEMS

Barbara Brozowski – Still Road spoke about the Escrow Procedure document, she received via FOIL a document regarding the escrow deposit. The document was sent on June 23 from a May 23rd day request date. She had many questions regarding the escrow proceedings and the sheet she reviewed.

REPORTS OF SUPERVISOR & COUNCIL

Supervisor Tompkins read her report: “Andrea and I have been working closely with the ladies from the comptroller’s office trying to give the all information and paperwork they ask for. It has been a long couple of weeks, but well worth it. We have learned so much already on how to control purchasing and save money for the taxpayer. I have been talking to Mike Senkier, a resident, trying to get the speed limits reduced on our town roads. Mike went to the county building to see just how we need to proceed with the speed limit issues and he will be meeting with a gentleman from the county in the near future so we may begin with any necessary changes to speed limits roads in our town. Thank you Mike for volunteering to take charge of this. I am Working on getting prices from vendors for propane. State bid is .99 a gal. I got in touch with the salesman in our area and he let me know that this price is delivered. I also spoke with other vendors and got quotes, none can match state bid. If we choose not to go with state bid we do have to put it out for bid in the newspaper. The town used 9968.4 gallons last year and now we have another tank at the town hall. Anything over 10,000 dollars per year has to go to bid. The town owns 3 of the 4 tanks so we would have to purchase the tank we rent.

Summer is here camp is in full swing and I hope everyone enjoys their summer. I went to the park last Thursday morning and got a full tour of all the camps and met most of the staff. Parents seem very happy when they drop kids off. John and I met with George Kolb and a prospective buyer for the route 55 property. I think they are very interested and it seems to be a wonderful project that would bring more culture to our town. The town board received some comments and suggestions from an employee regarding the employee handbook regarding time off for employees and accumulating time for future use maybe for an illness or retirement. I believe this should be a discussion for a future meeting and this might encourage employees to continue working here. When we worked on the handbook we worked off of the old handbook that was in place and made some changes to make things better for the employee and the town and we will continue to do so through this process. A friendly reminder to Department Heads: pay increases will be determined by the Town Board based on the adopted town budget and, in part, by yearly evaluations conducted by employees’ Department Heads. Evaluations should be completed in September each year and be placed in the employee’s personnel file, located in Town Hall. A blank copy can be picked up in Town Hall. I know it’s only July, but now may be a good time to start thinking about filling out the forms.

Councilman Welsh wanted to reiterate about the perspective buyer for the Route 55 property. The town has owned that since 1966 and was formerly used as town hall and as gravel bank and was purchased originally for a very good price. It is time to cash in and place it back on the tax roll and it would be nice to move forward and sell it to a buyer.

Councilwoman Kelley wanted to mention how successful the park has become to residents and she appreciated all the resident feedback so that Jessica Dickinson could make the changes needed. She said the water aerobics class met last night and everyone was very excited. She wanted to thank the Town for all the ideas and the Recreation Department along with the Parks department for coming together to improve the park as a whole for the Town and the residents

Councilman McMorris spoke with Europa McGovern about solar projects that are ongoing.

DISCUSSION ON PHONE SYSTEMS

Ryan Peterman put together 3 quotes and Supervisor Tompkins asked Ryan Peterman to explain about the new system upgrade. Mr. Peterman said he set the total budget for around \$3000 and asks for 30 phones and a switch which will provide power to the phones in the existing ports. Supervisor Tompkins asked if call transfers will be possible from location to location. Mr.

Peterman replied that this will be possible and he will be able to tweak the small items about call flow once the initial system has been approved. Councilwoman Kelley asked about clarification if this was a wireless system and was told it is not.

ESCROW PROCEDURE DOCUMENT

The document was provided to the Board and they have reviewed it however the actual fee schedule has not been compiled, as the one given was an outline. The consultants and attorneys felt comfortable and the Board was asked if there were any discrepancies. Supervisor Tompkins asks that the fees be extracted in a list format to make it easier for applicants. Chairperson Durland agreed this can be compiled and posted on the website and handed out to applicants. The document was created in a written form based on past experience, this can be the current method and provided to all involved parties. There was further discussion on this matter amongst the Board and Kevin Durland.

JUNIORS DIESEL REPAIR

An email was received from the Highway Superintendent regarding an extra fee when he was picking up the equipment. The original repair quote was \$7,041.34 however, when the truck was completed the bill was issued for \$9,161. The wording that was overlooked regarded how the initial price was simply an estimate of what the repair would cost and subject to change. Supervisor Tompkins said this is why she voted no, as she did not have the paperwork in front of her and it was only an estimate. She feels no one should vote on anything when brought forth the night of a meeting. Supervisor Tompkins noted the shop owner never contacted Mr. Wisseman for approval when he went over the estimated price. Councilman Welsh made a motion to only pay for the initial repair cost since there was no communication regarding the increase in cost. This was seconded by Councilman McMorris, all were unanimously in favor.

RENEWAL OF NYMIR

The policy will end in October and quotes are needed to proceed. They have not yet provided a quote and Councilman Frazier questioned the amount to see if it needed to go out to public bid or if it was for RFP. Councilman McMorris again stated this must be comparable to exactly what we have in place which will be specified in the bid documents.

RESOLUTION #17-57 AUTHORIZING CHANGE OF TELEPHONE SERVICE PROVIDER AND INSTALLATION OF NEW PHONE SYSTEM

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

WHEREAS, the phone system of the Town of Union Vale is in need of an upgrade; and

WHEREAS, The Town of Union Vale Media Clerk has recommended that the Town of Union Vale migrate phone service to SIPSTATION and install a FreePBX phone system and purchase required equipment at a cost not to exceed \$3,000 one-time purchase and \$300/month fee for service.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the purchase of a SIPSTATION service for use by the Town of Union Vale at a cost not to exceed \$3,000 which includes up 30 VOIP phones, 1 network switch and 2 wireless access points.

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

Ryan did obtain 3 other quotes which will be attached. Councilman Welsh said Mr. Peterman did excellent research and Councilman McMorris agreed and believes this is the best deal.

RESOLUTION #17-58 APPROVING ALL STATE BENEFITS PAY ROLL DEDUCTION

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

WHEREAS, All State Benefits has offered the life insurance program for Town of Union Vale employees who elect to participate an enroll in a life insurance program; and

WHEREAS, employees who elect to purchase life insurance through All State Benefits can have the premiums deducted from their payroll checks; and

WHEREAS, the life insurance option is strictly optional and is only meant as a benefit or option for the Town of Union Vale employees.

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Union Vale hereby authorizes a payroll deduction for All State life insurance benefits for employees who choose to opt into the life insurance program.

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 if asked if Bill Humphreys could also offer something in addition as to offer the employees as many options as possible.

RESOLUTION #17-59 AMENDING CALL IN PROCEDURE IN HANDBOOK

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

WHEREAS, the Town of Union Vale has adopted the Employee Handbook on April 6th 2017; and

WHEREAS, the section of the Employee Handbook dealing with employee call in procedure is in need of amendment and clarification.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby amends the Employee Handbook for call-in so that the pay rate shall be for a minimum two (2) hours of pay and that shall be for one time per twenty-four hour period.

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

Councilman Welsh amend minimum of 2 hours seconded by Supervisor Tompkins to clarify the wording. All were in favor.

Councilman Frazier questioned if this policy will interfere with Highway Department Operations and cited his own experience with going out multiple times during an ice storm. Councilman Welsh clarified that this would still allow the employees to be paid for their time during the “call out” but would ensure the employees got paid for coming out and working less than 2 hours once in a 24-hour period.

RESOLUTION #17-60 AMENDING UNEXCUSED ABSENCES IN EMPLOYEE HANDBOOK

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

WHEREAS, the Town of Union Vale has adopted an Employee Handbook on April 6th 2017; and

WHEREAS, the section of the Employee Handbook dealing with unexcused absences needs to be amended.

NOW, THEREFORE BE IT RESOLVED, when a Town of Union Vale employee has exhausted all of their vacation and personal time and is not sick or has used up all their sick time, if that employee does not come into work, that employee shall be responsible for reimbursement for his or her health insurance premiums and shall be subject to losing full time employee status and thus would not be eligible for health insurance benefits.

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

Councilman Welsh asked for clarification as if they are out for an extended time if they would lose their benefits completely. Supervisor Tompkins said no they would pay the full premium for the hours they did not work. This is only in place for employees who abuse the time. FMLA will over-ride this for employees that take this type of leave.

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

RESOLUTION #17-61 APPROVING WORK DAY SCHEDULE

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

WHEREAS, the Town of Union Vale has received the hours for the standard work day for elected, appointed and town employees in the Town of Union Vale.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby adopts and approves the standard work day for its elected, appointed and town employees as attached hereof and made a part hereof; and

BE IT FURTHER RESOLVED that a copy of the standard work day hours shall be kept on 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:

Town of Union Vale Employee and Elected Officials	
Title	Standard Work Day Hours
Account Clerk Typist	6
Animal Control Officer	6
Assessor Clerk	6
Asst. Aquatics Director	8
Bookkeeper to the Supervisor	6
Building Clerk	6
Building Inspector 1	8
Camp Aquatics Director	8

Camp Counselor	8
Camp Director	8
Camp Director-Asst.	8
Clerk	6
Clerk to Justice	6
Conf. Sec. Supervisor	6
Constable	6
Councilman	6
Deputy Town Clerk	6
Head Groundskeeper	8
Highway Supervisor	8
Justice	6
Land Use Secretary	6
Lifeguard	8
Maintenance Worker	8
Maintenance Helper	8
Motor Equipment Operator	8
Parks & Recreation Secretary	6
Real Estate Prop Data Lister	6
Records Clerk	6
Recreation Assistant	8
Recreation Director	8
Recreation Secretary	6
Recreation Supervisor	8
Recycling Supervisor	8
Snack Bar Attendant	8
Snack Bar Supervisor	8
Solid Waste Attendant	8
Town Supervisor	6
Tax Collector	6
WSI Instructor	8
Town Clerk	8
Assessor	6

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

This was discussed at the last meeting; however, the attachment had not yet been provided.

**RESOLUTION #17-62 AUTHORIZING TEMPORARY INCREASE OF LAND USE
 SECRETARY WORK HOURS (Amended)**

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

WHEREAS, the Town of Union Vale Planning Board Chairman has advised the Town Board of an increase in applications; and

WHEREAS, the Planning Board Chairman has requested an increase in hours for the Land Use Secretary.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the Land Use Secretary to work two (2), five (5) hour days from July 10, 2017 through December 2017.

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

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

The motion passed for two 5 hour days until the end of December 2017.

Councilman Frazier as for the opinion of Kevin Durland. Mr. Durland requested 10 hours total at the last meeting based on the prior requests when the two boards were busy. He would like 5 hours on Monday and 5 hours on Wednesday. He questioned why this was only until September and hopes this can continue to make it easier for the applicants and extend this through the end of the year.

Councilman Frazier made a motion to amend the resolution to reflect the two 5-hour work days and extend it until the end of the year and changed from the text for “two 4-hour work days until September 1, 2017”. Councilman Welsh seconded the amendment. Supervisor Tompkins said this can be a starting point but feels the existing policy should be passed and revisited at the later time. There was further discussion on why this is needed as both boards are very busy.

Roll call vote on amendment:

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

RESOLUTION ACCEPTING GEORGE KOLB’S ROA FOR THREE MONTHS

This will be tabled until George Kolb may make necessary changes to comply with the State’s guidelines

RESOLUTION APPROVING HIGHWAY DEPARTMENT PURSUANT TO HIGHWAY LAW §284

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

WHEREAS, Highway Law §284 requires the Town Board and the Town Highway Superintendent agree upon the monies levied and collected for the repair and improvement of highways and monies received from the state for highway repairs; and

WHEREAS, the Town Highway Superintendent has submitted his list of road improvements to the Town Board pursuant to Section 284 of the New York State Highway Law.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby approves the list of highway projects submitted by the Town of Union Vale Highway Superintendent pursuant to Section 284 of the New York State Highway Law.

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

Supervisor Tompkins said the 284 is an agreement between the Town, County and Highway Superintendent. It needs to include materials needed, amounts, prices, width of road and depth. Councilwoman Kelley said the 284 was blank and lacking the necessary information and she did

not receive the 284 in the structure the OGS recommended. In addition, new bids should have been submitted as well. Councilman McMorris stated, for example, a prior resolution was tabled that was lacking an attachment and this resolution is lacking much needed information to make a determination.

Everyone was unanimously in favor of tabling this resolution until more information is provided.

RESOLUTION #17-63 AUTHORIZING RECREATION PETTY CASH

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

WHEREAS, the Town of Union Vale Recreation Department is in need of petty cash

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes petty cash for the Town of Union Vale Parks and Recreation Department in the amount of \$200.00.

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 #17-64 AUTHORIZING PURCHASE AND INSTALLATION OF GUTTERS AT TOWN HALL BUILDING

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

WHEREAS, the lack of gutters on the Town Hall Building is causing damage and erosion during rainstorms; and

WHEREAS, it would be beneficial and proper maintenance to install gutters at the Town Hall Building.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the purchase of gutters for the Town Hall Building at a cost not to exceed \$529.97; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the installation of gutters on the Town Hall Building.

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

The labor will be done in-house and Jake Gosnell also priced out Lowes, and Home Depot proved to be more cost effective.

RESOLUTION #17-65 AUTHORIZING USE OF STATE BID FOR PROPANE

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

WHEREAS, New York State contracts bid has the use of propane from September 2017 to September, 2018 at .99 cents per gallon which would be a substantial savings to the Town of Union Vale.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the Town of Union Vale to purchase propane of the New York State contract price of \$.99 per gallon from September, 2017 through September, 2018.

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 explained that the state bid can fluctuate by 30 cents in either direction. Whomever has the state bid can resubmit a new price each month with reason and approval from the State. We were formerly at \$1.50 a gallon with Quinlan Gas.

RESOLUTION #17-66 AUTHORIZATION TO PAY JUNIORS DIESEL FOR INITIAL ESTIMATE

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

WHEREAS, Juniors Diesel gave an initial estimate cost of repair in the amount of \$7,041.34 however did not inform the Highway Superintendent of additional repair costs totaling \$9,161.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the Town of Union Vale pay Juniors Diesel the original amount of \$7,041.34 until a settlement can be reached between Juniors Diesel and the Highway Superintendent.

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

Barbara Brzozowski, of Still Road spoke about the escrow report, she requested monthly abstracts due to the FOIL. She noticed bills looked late, she spoke further about the abstracts about the accounts and bill payments. She questioned the amount of money the Town has incurred in late fees. She feels as a town we must know what money is going in and out of the town.

Councilman Welsh said he does not received anything in writing and would like to see where the town stands with what is budgeted and what has been spent. Supervisor Tompkins reiterated that the bills cannot be paid without 3 signatures and urges department heads to hand in the vouchers on time.

Councilwoman Kelley said is a good idea for Ryan Courtien to include a written report of a mid-year finances. They should also create a written policy of department heads handing in vouchers.

Lisette Hitsman- Spoke about the Dutchess County Fair and dropped off the horticulture guide for anyone of any age to enter and would like remind all residents who are interested in flowers and flower arranging that this is available. This will occur the 3rd Tuesday in August.

MOTION TO ADJOURN/ EXECUTIVE SESSION

Councilman Frazier made a motion to adjourn at 8:13 PM which was seconded by Councilman McMorris. Councilwoman Kelley interjected that she would like to hold an executive session regarding employment issues and made a motion to do so, this was seconded by Supervisor Tompkins and all members were in favor.

Councilman Welsh made a motion at 8:17PM to exit executive session and resume the meeting, this was seconded by Supervisor Tompkins and all were in favor. Councilwoman Kelley made a motion to re-instate the Town Ethics Board which was seconded by Councilman Frazier all were unanimously in favor. Councilman McMorris made a motion to adjourn at 8:18PM which was seconded by Supervisor Tompkins and all were unanimously in favor.

Respectfully Submitted,

Andrea Casey

Town Clerk