

UNION VALE TOWN BOARD MEETING JANUARY 3, 2024

249 DUNCAN ROAD, UNION VALE, NEW YORK

UNION VALE TOWN HALL 7:30 PM

PRESENT: Supervisor Steve Frazier

Town Council: Pat Cartalemi, Kevin Durland, Kevin McGivney, John Welsh

Highway Superintendent Ed Kading

Town Clerk: Andrea Casey

Town Attorney: Attorney Jeff Battistoni

Supervisor Frazier called the meeting to Order to Order and Salute to the Flag at 7:30PM. Councilman Welsh asked for a moment of silence for former Town Councilman Mel Brown who died recently.

Approve Minutes: Next meeting

Supervisors Report

- Thanked the residents who showed confidence to move the Town forward
- Property tax bills will be mailed this week, call if not received by next week
- Highway Dept has been preparing for the upcoming storm

Board Member Reports

Councilman Durland – wished everyone a happy new year and is looking forward to the upcoming year

Councilman McGivney- welcomed new our Supervisor and is looking forward to a productive year

Councilman Welsh – Welcomed Steve and wished him luck also welcomed new Town Council Member Pat Cartalemi and looks forward to working with everyone.

Councilman Cartalemi- introduced himself and also looks forward to the upcoming year

Supervisor Frazier made a motion to add the public comment on agenda items section of the agenda that was inadvertently left off which was seconded by Councilman Welsh and all were unanimously in favor.

Public Comment on Agenda Items: None

Consent Agenda

TOWN OF UNION VALE TOWN BOARD
1-19 AUTHORIZATIONS, POLICIES AND PROCEDURES FOR 2024

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Union Vale does hereby approve all of the following:

1. The frequency of compensation will be bi-weekly as determined by a 2019 Town Board vote for all employees. Temporary workers or volunteers receiving stipends will be paid at fiscal year-end or as agreed upon.

2. Official meetings shall follow Modified Robert's Rules of Order as has been determined by a previous Town Board and has been the custom for many years in the Town of Union Vale.
3. The Rules of Procedure for official meetings shall include the following:
 - All comments and questions shall be addressed only to the Town Board.
 - Public comments on agenda items will take place prior to the consideration of any Resolution, if public comments are included on the agenda.
 - Public comments on general town issues will take place prior to the close of the meeting, if included on the agenda.
 - Speakers addressing the Board are given three minutes to speak in order to permit the meeting to stay on schedule and to be fair to all those who wish to speak.
 - Speakers cannot cede their time to other speakers.
 - Given that Regular Town Board meetings are legislative sessions and not public hearings or question and answer sessions, residents who want to engage in lengthy conversations are encouraged to call or request meetings at town hall to inquire about or discuss important topics at length.
4. All purchases are required to be made in compliance with Town Procurement Policy and all applicable laws.
5. All bills will be submitted on town vouchers for payment.
6. Vouchers are due to the Town Clerk's Office by all departments within the same week they are received by any vendor.
7. Mileage reimbursement for Town Officials and designated employees driving their own cars while on official town business, will be set at the IRS rate per mile or \$0.67 cents for 2024.
8. Petty Cash shall be distributed as follows (if needed): Tax Collector: \$100; Town Clerk: \$200; Park Manager: \$200; Building Department: \$100; Recycling Center: \$100 and Highway Superintendent: \$100.

9. The rental of 2 Tymor Park Road and 11 Tymor Park Road shall be a market rate as negotiated, with periodic increases.
10. The official Town polling site for Election Districts 1 and 2 is the Union Vale Fire House, Station # 1, 3373 Route 82, in Verbank.
11. The Highway Superintendent will submit a proposed annual 284 Contract to the Town Board, complete with distances, locations and estimated pricing for review and approval along with an opinion about the state of the Town's culverts in Q1 of 2024.
12. Active members of the Union Vale Fire Company may be covered by the Town's Health insurance at their discretion and expense as per New York State Law.
13. Active members of the Union Vale Fire Company may purchase seasonal pool passes or annual Recycling Center permits for \$1.00 in recognition of and appreciation for their service to the Town.
14. Additional insurance coverage or benefits through AFLAC, New York State Retirement and New York State Deferred Compensation are available upon request.
15. The Town of Union Vale will follow NYS & Town of Union Vale FOIL laws and will respond to FOIL requests within 20 business days, except in situations where the amount of information requested would make the 20-day turnaround impractical. The town will acknowledge all requests within 5 business days, as required by law. There will be a 25¢ fee per page for all documents (sized 8½" x 11") requested, and a \$5.00 fee for any CDs requested to copy voluminous information. In addition, requests for voluminous information that require more than two hours to search, assemble, scan, print or email will be charged an hourly rate of \$35.00.
16. The Union Vale Town Board will hold a public hearing for general budget comments in August, and for comments on the Tentative Budget in September prior to official Town Board meetings. A third public hearing will be held on the Preliminary Budget prior to the October official Town Board meeting; and a fourth public hearing will be held prior to or during the November official Town Board meeting after which the 2025 Budget will be finalized by November 20, 2024. Any budget changes made to the Preliminary Budget must be announced at the final public hearing before the final budget is voted on to become the Adopted Budget.

17. The Town Board will annually review and revise if necessary, the following documents in Q1 of the new year, consistent with the NY State Comptroller's Guidelines and all applicable laws:

Town Financial Control Policies & Processes Policy
Credit Card Use Policies and Procedures
Town Procurement Policy and Procurement Explanation Form
Information Systems Usage & Security Policy (includes Internet Policy)
Cyber Security Citizen's Notification Policy
Employee Handbook
Town Escrow Policy
Town Master Fee Schedule
Financial Processes for Tax Collector and Town Clerk
Cash Handling Procedures for the Recreation Department

18. Whereas Town Law requires the Town Board to audit the Supervisor's financial records before January 20 of each year, and whereas prior year financial records and reports are not usually available before January 20, therefore, it is the policy of the Union Vale Town Board that the Union Vale Town Board will review and audit, or have reviewed and audited by an outside auditor the books and records of the Town Supervisor, Town Clerk, Tax Collector, Justice Court and the Building Department, prior to the end of May each year.

19. Subject to the schedule set forth below the Town Board business meetings will take place on the first (1st) and third (3rd) Wednesday of each month at 7:30 PM in the Meeting Room of Town Hall, 249 Duncan Road, LaGrangeville, NY 12540; and special meetings will be scheduled and advertised by posting the announcement on the front page of the town web site (www.unionvaleny.us) and the front bulletin board near the entrance to the Town Hall, with notification to the press as required by law. The 2024 meeting dates are as listed below:

2024 TOWN BOARD MEETING DATES

January 3
January 17
February 7
February 21
March 6
March 20
April 3
April 17
May 1
May 15
June 5
June 19
July 3
July 17
August 7
August 21
September 4
September 18
October 2
October 16
November 6
November 20
December 4
December 18

INTRODUCED: Councilman McGivney SECONDED: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:
Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 1 OF 2024:

24-1 APPROVE TOWN HALL HOURS

BE IT RESOLVED, that the regular hours for the Town Clerk's Office for the Town of Union Vale for the year 2024 are from 9:30 AM to 4:00 PM Monday through Thursday year-round and Saturdays from 9:00 AM to 12:00 PM January through end of March. Additional hours available by appointment.

BE IT FURTHER RESOLVED, that the offices for the Town of Union Vale shall have hours as follows unless posted differently due to unforeseen circumstances:

Building, Planning & Zoning offices from 8:30 AM to 4:00 PM Monday through Thursday and Fridays by appointment; the **Town Supervisor, Finance & HR offices** shall be Monday through Thursday from 9:00 AM to 5:00 PM and Fridays by appointment; the **Tax Collector's office** hours will be Tuesday, Wednesday & Thursdays from 9:00 AM to 2:00 PM and 9:00 AM – Noon on Saturdays through the end of March; the **Tax Assessor's office** shall have regular hours from 9:00 AM to 1:30 PM Monday through Thursday and by appointment.

The Parks & Recreation and Facility Rentals Office, located at 8 Tymor Park Road, is open from 9:00 AM to 1:00 PM, Monday through Friday except in June, July and August when the office is open until 4:00 PM.

The Highway Garage, located at 844 N. Clove Road, does not have regular office hours but is accessible 24/7 for emergencies at: (845) 629-6519 or daily via email at edkadinghighway@unionvaleny.us.

The Recycling Center, located at 2006 Route 55, will have hours from 8:00 AM to 1:00 PM on Wednesdays and from 8:00 AM to 4:00 PM on Saturdays and Sundays.

INTRODUCED: Supervisor Frazier SECONDED: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 2 OF 2024:

24-2 SET THE HOLIDAY SCHEDULE FOR 2024

NOW, THEREFORE BE IT RESOLVED, that the Town of Union Vale does hereby establish the following Holiday Schedule to be observed by the Town of Union Vale personnel for the year 2024:

- | | |
|----------------------------|------------------------|
| 1. New Year's Day | Monday, January 1 |
| 2. Martin Luther King, Jr | Monday, January 15 |
| 3. President's Day | Monday, February 19 |
| 4. Memorial Day | Monday, May 27 |
| 5. Independence Day | Thursday, July 4 |
| 6. Labor Day | Monday, September 2 |
| 7. Columbus Day | Monday, October 14 |
| 8. Veterans Day | Monday, November 11 |
| 9. Thanksgiving Day | Thursday, November 28 |
| 10. Day After Thanksgiving | Friday, November 29 |
| 11. Christmas Day | Wednesday, December 25 |

INTRODUCED: Councilman Welsh SECONDED: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

OWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 3 OF 2024:

24-3 ESTABLISHING UNDERTAKINGS TO BE FURNISHED BY THE OFFICERS AND
EMPLOYEES OF THE TOWN OF UNION VALE

WHEREAS, Officers and Employees of the Town of Union Vale are required to file an official undertaking to the effect that he or she “will faithfully discharge the duties of his or her office and promptly account for and pay over all moneys or property received by him or her as such officer, in accordance with law, or in default thereof” or the parties executing such undertaking will protect the Town;

NOW THEREFORE BE IT RESOLVED, that all the official bonds and undertakings by the officers, clerks or employees of the Town of Union Vale may be in the form of a blanket undertaking from any duly authorized corporate surety company and said undertaking shall indemnify the Town of Union Vale against the loss of the type more particularly set forth in Article 2, Section 11 of the Public Officers Law; and, “such undertaking will pay all damages, costs and expenses resulting from such default, not exceeding a sum, if any, specified in such undertaking”; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to purchase blanket insurance coverage from *New York Municipal Insurance Reciprocal* (NYMIR) in the amount of \$1,000,000 to indemnify the Town of Union Vale against such default.

INTRODUCED: Councilman Cartalemi SECONDED: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 4 OF 2024:

24-4 ACKNOWLEDGEMENT OF APPOINTMENT OF DEPUTY SUPERVISOR AND
BOOKKEEPER

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Union Vale, pursuant to Section 42 of Town Law, does hereby continue the positions of Deputy Supervisor and Bookkeeper which positions shall be filled by appointment of the Town Supervisor; and

BE IT FURTHER RESOLVED, that Steve Frazier, Supervisor of the Town of Union Vale does hereby appoint and designate Kevin Harrington to serve as Deputy Supervisor and Danielle Carney to serve as Bookkeeper for the year 2024, both to be compensated at a rate consistent with the salary established within the approved Town of Union Vale 2024 budget.

INTRODUCED: Supervisor Frazier SECONDED: Councilman McGivney

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

Discussion: Councilman Cartalemi asked what the hours of Deputy Supervisor, Supervisor Frazier responded that there are no set hours, just in the event of his absence.

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 5 OF 2024:

24-5 ACKNOWLEDGMENT OF APPOINTMENT OF DEPUTY TOWN CLERK

WHEREAS, the Town Clerk is authorized to appoint a first Deputy Town Clerk to perform duties and responsibilities as assigned by the Town Clerk;

WHEREAS, Andrea Casey, Town Clerk has appointed Emily Cole as Deputy Town Clerk of the Town of Union Vale for 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board acknowledges the appointment of Emily Cole as Deputy Clerk of the Town of Union Vale for 2024.

INTRODUCED: Councilman Durland SECONDED: Councilman Cartalemi

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 6 OF 2024:

24-6 RESOLUTION AUTHORIZING TOWN CLERK TO
ACCEPT RECYCLING CENTER FEES FOR 2024

WHEREAS, the Town of Union Vale operates a Recycling Center on Rt. 55 and encourages both town residents and neighboring non-residents to utilize this facility; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Union Vale does hereby authorize the Town Clerk to issue Recycling Center Permits and Garbage/trash bag tickets consistent with the established financial processes as approved by the Town Board for the year 2024.

INTRODUCED: Councilman McGivney SECONDED: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 7 OF 2024:

24-7 TOWN BOARD OFFICIAL APPOINTMENTS AND DESIGNATIONS FOR THE YEAR 2024

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby make or affirm the following appointments and designations for the year 2024:

Appointments

Assessor:	Eric Axelsen
Deputy Assessor:	Michelle Sauter
Budget Officer:	Steven Frazier
Building Inspector/ Code Enforcement Officer/ Fire Inspector / Zoning Administrator / Stormwater or MS4 Coordinator:	George Kolb
Constable-in-Charge:	George Treadwell
Constables:	Robert Casey, Ronald DeGuisto, Jack Harrington
Constable Substitutes:	James Miller, James Brownell
Animal Control Officer:	Mary Jean Calvi
Justice Court Clerk:	Zarin Khan
Municipal Park Manager:	TBD
Registrar of Vital Statistics:	Andrea Casey
Recreation Director:	Margaret Collins
Town Historian:	Fran Wallin

Designations:

Legal: (TABELED) Stenger, Glass, Hagstrom, Lindars & Iuele General Counsel	Ian Lindars
Van DeWater & Van DeWater, LLP Land Use Attorney	James Nelson
Engineering: Clark Patterson Lee (CPL) Rennia Engineering Design, PLLC	Tom Harvey
Auditing: IT Support Services: (TABELED)	TBD Roberts IT Consulting, Inc.

Insurance Brokers, General Liability,
Fire & Workers Compensation
Spain Agency:

Brian Miles/Nicholas Falcinetti

Healthcare Insurance:
Bond Benefits Consulting

Justin Chantra

Insurance Companies:

NYMIR for general fire & liability
Comp Alliance for workers' compensation
MVP and CDPHP for health insurance

Official Depositories:

The Bank of Millbrook and
M & T Bank

Town Justices Depositories:

Tompkins Mahopac National Bank
Salisbury Bank

Official Town Newspaper:
Official Open Meeting Posting Location:
Alternate "official" Newspaper:

The Northern Dutchess News
Town Website - www.unionvaleny.us
The Poughkeepsie Journal

Amendment Motion: Supervisor Frazier asked that Legal designations be removed so the Town Board could meet and interview the additional law firm. Councilman Welsh made the motion to table the legal designation which was seconded by Councilman Durland and all were unanimously in favor.

Amendment Motion: Councilman Welsh made the motion designate substitute Constables James Miller and James Brownell which was seconded by Councilman Durland and all were unanimously in favor.

Discussion on IT Support Services going to RFP. Supervisor Frazier offered to prepare the RFP and send out.

Amendment Motion: Councilman Welsh made the motion table IT services in the event an RFP is needed which was seconded by Councilman Durland and all were unanimously in favor.

INTRODUCED: Councilman McGivney SECONDED: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 8 OF 2024:

24-8 APPOINTING AND REAFFIRMING MEMBERS AND CHAIRPERSONS TO BOARDS,
COMMITTEES, COMMISSIONS AND COUNCILS

WHEREAS, the Town Board of the Town of Union Vale is empowered to appoint residents to certain boards, commissions, committees and councils; and

WHEREAS, the Town Board of the Town of Union Vale is empowered to appoint members of boards, commissions, committees and councils as chairpersons;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Union Vale appointed TBD previously to a seven-year term on the Planning Board expiring on December 31, 20?? and does hereby appoint TBD as Chairperson of the Planning Board for the year 2024; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale previously appointed Ms. Jane Simkin Smith to a five-year term on the Zoning Board of Appeals expiring on December 31, 2024 and does hereby appoint Ms. Smith as Chairperson of the Zoning Board of Appeals for the year 2024; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Climate Smart Community Coordinator, Joshua Redinger, as Chair of the Conservation Advisory Council; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby approve or reaffirm the following committees, commissions, council and boards. All appointments are at the pleasure of the Board unless otherwise noted or governed by applicable law:

Planning Board:

(7-year terms expiring on 12/31 of year listed)

TBD (2026)
Michael Mostachetti (2027)
TBD (2028)
Alain Natchev (2029)
Kaye Saglibene (2030)
Scott Kiniry (2024)
Anita Kiewra (2025)

Zoning Board of Appeals:

(5-year terms expiring on 12/31 of year listed)

Jane Smith, Chair (2024)
Mike McPartland (2025)
John Hughes (2026)
Ilana Nilsen (2027)
TBD (2028)

Board of Assessment Review:

(5-year terms expiring on 9/30 of year listed)

Robert Casey (2027)
Susan Beuchele (2025)
Kevin Harrington (2026)

Fire Advisory Commission:

(Appointed Annually)

John Welsh, Chair, *Town Board*
Jim Smith, *UVFD*
TBD *Planning Board Chair*
George Kolb, *Fire Inspector, Code Enforcement*
Dan Richards, *UVFD*
Steve Schmoke, *UVFD*
Kevin McGivney, *UVFD*

Ethics Advisory Board:

(3-year terms expiring on 12/31 of year listed)

Brian Johnston (2024)
Tom Martel (2025)
Bill Keating (2025)
Perry Gusikoff (2027)
John Ryan (2027)

Conservation Advisory Council:

(2-year terms expiring on 12/31 of year listed)

Joshua Redinger, Chair
Rachel von Wettberg
TBD *ex officio*
Lisa Martell
Rhonda Sundlof, *Alternate*
Lisalotte Vince
Brittany Hedrick

Union Vale Library Board of Trustees:

(5-year terms expiring on 12/31 of year listed)

Art Mattiello, Secretary (2024)
Mike McPartland, Treasurer (2025)
Amy Watkins, President (2026)
Vacancy (2026)
Susanna Hill (2027)
Jonah Ritter (2027)
Diane Capizzuto, Vice President (2028)

(Continued) TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 8 OF 2024:

24-8 APPOINTING AND REAFFIRMING MEMBERS AND CHAIRPERSONS TO BOARDS,
COMMITTEES, COMMISSIONS AND COUNCILS

Corrections: Kaye Saglibene term should be 2030 rather than 2028. Rob Casey was reappointed to BOAR in 2023 so it can be removed from the language of the resolution as his term expires in 2027. Ms. Ilana Nilsen does not need to be reappointed as she was in 2023.

Motion to Approve Resolution as amended with corrections listed above

Councilman Welsh made a motion to approve as amended and discussed tonight which was seconded by Councilman McGivney and all were unanimously in favor.

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 9 OF 2024:

24-9 SETTING SALARIES AND WAGES FOR ELECTIVE OFFICERS FOR 2024

NOW, THEREFORE, BE IT RESOLVED, the salaries of the elected officials for the Town of Union Vale for 2024 will be as follows:

Town Supervisor & Budget Officer

Steven Frazier \$23,788

Councilmen

Councilman Durland \$6,111

Councilman Cartalemi \$6,111

Councilman McGivney \$6,111

Councilman Welsh \$6,111

Town Clerk & Registrar of Vital Statistics

Andrea Casey \$46,967 + \$1,479

Tax Collector

Kaye Saglibene \$8,640

Town Justices

Steve Diamond \$10,915

Paul Pancio \$10,915

Highway Superintendent

Edward Kading \$70,000

BE IT FURTHER RESOLVED, that said salaries are paid from the General Fund in bi-monthly installments.

INTRODUCED: Councilman Cartalemi SECONDED: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Cartalemi Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 10 OF 2024:

24-10 ESTABLISHING SALARIES FOR APPOINTED POSITIONS AND EMPLOYEES

BE IT RESOLVED, that the salaries of all persons holding an appointed position and/or are employed full-time or part-time in the Town of Union Vale, and as fixed for their respective designated positions in the 2024 Town budget, shall be paid to the holder of such offices and positions and in accordance with the Schedule A annexed hereto.

INTRODUCED: Councilman Durland SECONDED: Councilman Cartalemi

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 11 OF 2024:

24-11 APPOINTMENT OF EQUESTRIAN DIRECTOR FOR TYMOR PARK EQUESTRIAN CENTER

BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Loretta Ryan, to serve as Equestrian Director for the Town of Union Vale for the year 2024 for an annual stipend of \$2,500.

INTRODUCED: Councilman McGivney SECONDED: Councilman Durland

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 12 OF 2024:
24-12 RESOLUTION AUTHORIZING PAYMENT OF SPECIFIC BILLS PRIOR TO AUDIT
PURSUANT TO TOWN LAW § 118(2)

WHEREAS, the Town of Union Vale regularly incurs postage, copier, freight, express charges, electric, gas, water, sewer, fuel oil, telephone services and other public utility charges (hereinafter “Utility Claims”); and

WHEREAS, Utility Claims must be paid in a prompt manner to avoid disruption of these needed services and to avoid financial penalties; and

WHEREAS, New York Town Law § 118(2) permits the Town Board to authorize the payment of certain claims in advance of the audit of such claim in addition to Utility Claims; and

WHEREAS, the Town Board has determined that it is in the best interest of the citizens of the Town of Union Vale to authorize the payment of some specific charges in advance of the audit of such claim;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to issue checks and to pay in advance of audit specified bills and contracts, including principal and interest on Bonds and Bond Anticipation Notes, approved lease payments, payroll and approved stipend payments and employee payroll deduction payments and disbursements such as health insurance premiums and retirement contributions as are recorded by the Finance Office.

BE IT FURTHER RESOLVED, that Vouchers for all claims paid prior to audit shall be presented at the next regular meeting of the Town Board for audit pursuant to the provisions Town Law § 119(1).

INTRODUCED: Councilman McGivney SECONDED: Councilman Cartalemi

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 13 OF 2024:

24-13 RESOLUTION AUTHORIZING TOWN SUPERVISOR AND DEPUTY TOWN SUPERVISOR TO
COMPLY WITH ADMINISTRATIVE AND FINANCIAL REQUIREMENTS
FOR THE YEAR 2024

BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to sign bank checks for all Town business and to authorize the Deputy Town Supervisor to sign bank checks, when necessary, in the absence of the Supervisor. The Town Board delegates to the Town Supervisor, and in his absence the Deputy Town Supervisor, the duties and responsibilities necessary for the day-to-day administration of the town.

INTRODUCED: Supervisor Frazier SECONDED: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 14 OF 2024:

24-14 RESOLUTION AUTHORIZING TOWN SUPERVISOR TO SIGN SERVICE AGREEMENTS
WITHIN BUDGETARY LINES FOR THE YEAR 2024

WHEREAS, there are service agreements that are budgeted and require the Town Supervisor's signature; and

WHEREAS, the Town Board is asked to authorize the Supervisor to sign any service agreements within the budget; and

NOW, THEREFORE BE IT RESOLVED, that the Supervisor be and hereby is authorized to execute all service agreements budgeted for 2024.

INTRODUCED: Councilman Cartalemi SECONDED: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Cartalemi Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 15 OF 2024:

24-15 RESOLUTION AUTHORIZING ATTENDANCE AT THE NY STATE ASSOCIATION OF TOWNS TRAINING CONFERENCE TO BE HELD IN FEBRUARY, 2024

NOW, THEREFORE BE IT RESOLVED, that only the Town Supervisor or one Town Councilperson may volunteer to attend the annual business session of the New York State Association of Towns to be held in February of 2024 to cast one vote for the Town of Union Vale at the business meeting held on the last day of the training conference; and

BE IT FURTHER RESOLVED, that the Town Board of Union Vale authorizes the Town Supervisor, Town Council members, Town Clerk, Tax Collector, Land Use Board Chairs, Land Use Board members, Building Department Manager, and other Town Officers to attend said meeting with advance approval of the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board encourages Land Use Board members to fully access classes during this year of both virtual and in-person training to acquire hours towards the four hours of continuing education required annually; and

BE IT FURTHER RESOLVED, that the Town Board of Union Vale hereby authorizes that the elected officials and town officers authorized to attend the Association of Towns Training Conference in February will have necessary business expenses reimbursed as deemed appropriate and necessary up to the collective amount approved in the 2024 budget for such training expense.

INTRODUCED: Councilman Durland SECONDED: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 16 OF 2024:

24-16 RESOLUTION AUTHORIZING THE TOWN BOARD OF UNION VALE TO RENEW
MEMBERSHIP IN NY STATE WORKERS' COMPENSATION ALLIANCE FOR 2024

WHEREAS, the Town of Union Vale provides Workers Compensation coverage for Town employees and reviews the coverage annually;

WHEREAS, the Comp Alliance program is a not-for-profit, tax-exempt group self-insurance plan that was designed for public entities that offers good claims management and price stability;

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby renew the Town's Workers' Compensation policy through the NY State Municipal Workers' Compensation Alliance (Comp Alliance) with an effective date of January 1, 2024 – December 31, 2024;

BE IT FURTHER RESOLVED, that the Town Board does hereby authorize the Town Supervisor, Steve Frazier, to execute any documents necessary including the payment of premiums as approved in the 2024 budget for the renewal of this policy.

INTRODUCED: Councilman Welsh SECONDED: Councilman Cartalemi

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 17 OF 2024:

24-17 RESOLUTION AUTHORIZING VALUE PAYMENT SYSTEMS TO PROCESS
CREDIT CARDS AND E-CHECKS

WHEREAS, Pursuant to § 5 of the General Municipal Law, the Town Board of the Town of Union Vale determined in the year 2012 that it was in the public interest to permit the acceptance by the Town Clerk of credit cards and additionally, that it was in the public interest to expand that service to various departments and provide for the acceptance of credit cards in 2018 and e-checks in 2021 via the Town's website as a means of payment of fees and other charges; and

WHEREAS, in accordance with the provisions of General Municipal Law §§ 5 and 10, the Town is authorized to enter into agreements with one or more financing agencies or card issuers to provide for the acceptance, by such Town and its officers, of credit cards and e-checks as a means of payment; and

WHEREAS, the Town Board previously designated the Town Supervisor, the Town Clerk and the Tax Collector and their respective deputies as the officers charged with the duty of collecting or receiving moneys on behalf of the Town, and said persons are hereby authorized to accept credit cards or e-checks as a means of payment of property taxes (for full amount due only), penalties, special assessments, interest payments, Building Department fees, Recycling Center fees, Recreation fees, Dog Permit fees, Fishing & Hunting (DEC) fees and Marriage Licenses by swiping cards in person or via the municipal website; and

WHEREAS, the agreements referred to in this article shall provide that as a condition for accepting a payment by credit card or e-check, such person offering payment by credit card or e-check shall pay a convenience or service fee to the processing company the Town has entered into an agreement with; and

WHEREAS, such convenience fees to be paid by the taxpayer are again 0.245% for credit card processing and \$1.75 for e-check processing in 2024, all of which is paid to the processing company and none of which accrues to the Town. Any future fee changes will be posted on the Town's website. Let it be further known that any credit card information or banking information which is entered into the processor's system via the Town's website will not be seen or retained by the Town; and,

BE IT FURTHER RESOLVED, that the Town Board does hereby re-authorize Value Payment Systems as the processor for transactions conducted vis a vis the Town's website and in-person swiping, and authorizes the Town Supervisor, to execute the documents necessary for establishing additional functionality as may be offered to enhance the current list of approved payments.

(TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 17 OF 2024:

24-17 RESOLUTION AUTHORIZING VALUE PAYMENT SYSTEMS TO PROCESS
CREDIT CARDS AND E-CHECKS.....continued)

INTRODUCED: Councilman Durland SECONDED: Councilman Welsh

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye

Councilman Cartalemi Aye

Councilman McGivney Aye

Councilman Welsh Aye

Supervisor Frazier Aye

TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 18 OF 2024:

24-18 RESOLUTION AUTHORIZING DENTAL AND VISION COVERAGE FOR EMPLOYEES
OFFERED BY THE GUARDIAN INSURANCE COMPANY

WHEREAS, the Town of Union Vale offers benefits to employees as mandated by State and Federal law; and

WHEREAS, in addition, the Town Board of the Town of Union Vale searches for opportunities to present to employees that may be beneficial for employees but at no cost to the Town; and

WHEREAS, one example of an excellent benefit that is not mandated by law and is paid for entirely by employee contributions is the New York State Deferred Compensation Plan;

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Union Vale will provide access to the additional voluntary benefits known as “dental” and “vision” through The Guardian which offers tiers of coverage including “Employee”, “Employee + 1” and “Family” for which the premiums for the selected plan will be deducted from the employee’s pay; and

BE IT FURTHER RESOLVED, the Town of Union Vale will pay the monthly premiums to the carrier on the employee’s behalf at the 2024 cost agreed to by each enrolled employee and the premiums will be deducted from the employee’s pay on a bi-weekly basis. Final paychecks will not be distributed until all premium obligations have been met.

INTRODUCED: Councilman Welsh SECONDED: Councilman Cartalemi

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland Aye
Councilman Cartalemi Aye
Councilman McGivney Aye
Councilman Welsh Aye
Supervisor Frazier Aye

Schedule A: 2024 Salaries

Title	Compensation
Town Hall	
Animal Control Officer	\$8,958 Annual
Assessor	\$35,000 Annual
Assessor's Clerk	\$24.40/hr.
Building Dept. Mgr./Chief Enforcement Officer/Zoning Administrator/Fire Inspector	\$95,000 Annual
Budget Officer	\$3,788 Annual
Building Clerk	\$25.13/hr.
Bookkeeper/CPA	\$53,045
Constables	\$23.00/hr.
Constable-in-Charge	\$500 Annual
Data Collector	\$0
Deputy Supervisor	\$200 Annual
Deputy Town Clerk	\$25.13/hr.
Justice Court Clerk	\$19.10/hr.
MS4 Coordinator	\$1,500 Annual
Recycling Personnel	\$18.33/hr.
Registrar of Vital Statistics	\$1,479 Annual
HR/Payroll/Secretary	\$25.62/hr.
Town Historian	\$1,000 Annual
Highway	
Seasonal – Full Time Crew (MEOs)	\$26.78 – \$30.27/hr.
Parks	
Maintenance Helpers – Maintenance Workers	\$20.60 - \$27.71/hr.
Municipal Park Manager	\$24.50/hr.
Recreation	
Recreation Director, Summer Camp Director & Assistant Director	\$52,000 Annual
Equestrian Center Director/ Athletics/Coaches (stipend)	\$2,500 Annual
Director, Aquatics	\$18.50/hr.
Camp Nurse (stipend)	\$2,000 Annual
Counselor	\$15.00/hr.
Food Service Helper	\$20.60/hr.
Lifeguard	\$16.00/hr.

Parks & Recreation Secretary	\$25.00/hr.
Recreation Assistant	\$15.50/hr.
Recreation Leader	\$16.00 - \$17.00/hr.
Land Use	
Planning Board Chairperson	\$1,823 Annual
Planning Board Member	\$100 per meeting
Zoning Board of Appeals Chairperson	\$1,823 Annual
Zoning Board of Appeals Member	\$100 per meeting

Public Comment-Tillman pointed out there is no such thing as PM, should be 12 noon.

Chuck Richwine- made a comment about duties fulfilled by the Deputy Supervisor and had concerns about how much work the Deputy would be asked to do. Feels the Deputy should be a member of the Town Board.

Brittany Hendrick- of the CAC is pleased to be continuing to work with the Town an doing more planting.

Supervisor Frazier stated the next meeting is January 17 at 7:30pm

Motion to Enter Executive Session

Supervisor Frazier made a motion to enter executive session at 8:45pm for the purpose of discussing a personnel issue which was seconded by Councilman Cartalemi and all were unanimously in favor.

Motion to Exit Executive Session

Supervisor Frazier made a motion to exit executive session at 8:49pm and noted no action was taken, which was seconded by Councilman Cartalemi and all were unanimously in favor.

Motion to Adjourn At 8:50 PM Councilman Welsh made a motion to adjourn the meeting which was seconded by Councilman Durland and all were unanimously in favor.

Respectfully Submitted,

Andrea Casey, Town Clerk