

TOWN OF UNION VALE  
TOWN BOARD  
ANNUAL ORGANIZATIONAL MEETING  
JANUARY 4, 2023  
7:30 P.M.

**AGENDA**

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1. Call to Order & Salute to the Flag
2. Executive Session
3. Acceptance of Minutes – November 16<sup>th</sup>
4. Supervisor’s Report & Town Board Member Comments
5. Resolutions:
  - A. Consent Agenda
    - A.1 – 19 Authorizations, Policies and Procedures for 2023: Items # 1-19
  - B. Resolutions
    - 23.1 Approve Town Hall Hours
    - 23.2 Set the Holiday Schedule for 2023
    - 23.3 Establishing Undertakings to be Furnished by the Officers & Employees
    - 23.4 Acknowledge Appointment of Deputy Supervisor & Bookkeeper
    - 23.5 Acknowledge Appointment of Deputy Town Clerk
    - 23.6 Authorize Town Clerk to Accept Recycling Center Fees and Issue Permits for 2023
    - 23.7 Town Board Official Appointments & Designations for the Year 2023
    - 23.8 Appointing and Reaffirming Members and Chairpersons to Boards, Committees, Commissions & Councils
    - 23.9 Setting Salaries and Wages for Elective Officers for 2023
    - 23.10 Establishing Salaries for Appointed Positions and Employees
    - 23.11 Appointment of Equestrian Director for Tymor Park Equestrian Center
    - 23.12 Resolution Authorizing of Specific Bills Prior to Audit Pursuant to Town Law 118
    - 23.13 Resolution Authorizing Town Supervisor & Deputy Town Supervisor to Comply with Administrative and Financial Requirement for the Year 2023
    - 23.14 Authorizing Supervisor to Sign Agreements within Budget Lines
    - 23.15 Authorize Attendance at Association of Towns Conference to be Held in NYC in February
    - 23.16 Authorize Renewal of Membership in NY State Municipal Workers’ Comp Alliance
    - 23.17 Authorizing Value Payment Systems to Process Credit Cards and E-Checks
    - 23.18 Authorizing New Employee Benefit – Dental & Vision
    - 23.19 Resolution of Adoption to set Supplemental Public Hearing for Zoning Amendments
6. Public Comment
7. Next Scheduled Meeting: Wednesday, January 18<sup>th</sup>, 7:30 p.m.
8. Motion to Adjourn

Consent Agenda

TOWN OF UNION VALE TOWN BOARD  
1-19 AUTHORIZATIONS, POLICIES AND PROCEDURES FOR 2023

**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 \$0.62 cents for 2023.
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 Senior Center at 8 Tymor Park Road in Tymor Park, and for Election Districts 3 and 4 is the 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 2023.
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 2023 Budget will be finalized by November 20, 2023. 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 work sessions will take place on the first (1<sup>st</sup>) Wednesday of each month at 7:30 PM in the Meeting Room of Town Hall, and the Regular Agenda Meetings of the Union Vale Town Board will take place throughout the year 2023 on the third (3<sup>rd</sup>) Wednesday of each month at 7:30 PM in said Meeting Room, in the Town of Union Vale, 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](http://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 2023 meeting dates are as listed below:

2023 TOWN BOARD MEETING DATES

January 4	2023 Town Board Organizational Meeting
January 18	Regular Meeting
February 1	Work Session
February 15	Regular Meeting
March 1	Work Session
March 15	Regular Meeting
April 5	Work Session
April 19	Regular Meeting
May 3	Work Session
May 17	Regular Meeting
June 7	Work Session
June 21	Regular Meeting
July 5	Work Session
July 19	Regular Meeting
August 2	Work Session
August 16	Regular Meeting
September 6	Work Session
September 20	Regular Meeting
October 4	Work Session
October 18	Regular Meeting
November 1	Work Session
November 15	Regular Meeting
December 6	Work Session
December 20	Regular Meeting

TOWN OF UNION VALE TOWN  
BOARD RESOLUTION NO. 1 OF 2023:

23-1 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 2023 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 June. 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; 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](mailto: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:

SECOND:

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland \_\_\_\_\_  
Councilman Gusikoff \_\_\_\_\_  
Councilman McGivney \_\_\_\_\_  
Councilman Welsh \_\_\_\_\_  
Supervisor Maas \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 2 OF 2023:

23-2 SET THE HOLIDAY SCHEDULE FOR 2023

**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 2023:

- |                            |                       |
|----------------------------|-----------------------|
| 1. New Year's Day          | Monday, January 2     |
| 2. Martin Luther King, Jr  | Monday, January 16    |
| 3. President's Day         | Monday, February 20   |
| 4. Memorial Day            | Monday, May 29        |
| 5. Independence Day        | Tuesday, July 4       |
| 6. Labor Day               | Monday, September 4   |
| 7. Columbus Day            | Monday, October 9     |
| 8. Veterans Day            | Saturday, November 11 |
| 9. Thanksgiving Day        | Thursday, November 23 |
| 10. Day After Thanksgiving | Friday, November 24   |
| 11. Christmas Day          | Monday, December 25   |

INTRODUCED:                      SECOND:

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland \_\_\_\_\_  
Councilman Gusikoff \_\_\_\_\_  
Councilman McGivney \_\_\_\_\_  
Councilman Welsh \_\_\_\_\_  
Supervisor Maas \_\_\_\_\_

TOWN OF UNION VALE TOWN  
BOARD RESOLUTION NO. 3 OF 2023:

23-3 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:                                      SECOND:  
ROLL CALL VOTE BY TOWN CLERK:  
Councilman Durland     \_\_\_\_\_  
Councilman Gusikoff    \_\_\_\_\_  
Councilman McGivney   \_\_\_\_\_  
Councilman Welsh        \_\_\_\_\_  
Supervisor Maas        \_\_\_\_\_



TOWN OF UNION VALE TOWN  
BOARD RESOLUTION NO. 4 OF 2023:

23-4 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 Betsy Maas, Supervisor of the Town of Union Vale does hereby appoint and designate John Welsh to serve as Deputy Supervisor and Danielle Carney to serve as Bookkeeper for the year 2023, both to be compensated at a rate consistent with the salary established within the approved Town of Union Vale 2023 budget.

INTRODUCED:                                          SECOND:

ROLL CALL VOTE BY TOWN CLERK:

- Councilman Durland            \_\_\_\_\_
- Councilman Gusikoff         \_\_\_\_\_
- Councilman McGivney        \_\_\_\_\_
- Councilman Welsh             \_\_\_\_\_
- Supervisor Maas                \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 5 OF 2023:

23-5 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 2023;

**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 2023.

INTRODUCED:	SECOND:
ROLL CALL VOTE BY TOWN CLERK:	
Councilman Durland	_____
Councilman Gusikoff	_____
Councilman McGivney	_____
Councilman Welsh	_____
Supervisor Maas	_____

TOWN OF UNION VALE TOWN  
BOARD RESOLUTION NO. 6 OF 2023:

23-6 RESOLUTION AUTHORIZING TOWN CLERK TO  
ACCEPT RECYCLING CENTER FEES FOR 2023

**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 2023.

INTRODUCED:	SECOND:
ROLL CALL VOTE BY TOWN CLERK:	
Councilman Durland	_____
Councilman Gusikoff	_____
Councilman McGivney	_____
Councilman Welsh	_____
Supervisor Maas	_____

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 7 OF 2023:

23-7 TOWN BOARD OFFICIAL APPOINTMENTS AND DESIGNATIONS FOR THE YEAR 2023

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 2023:

**Appointments**

Assessor:	Eric Axelsen
Deputy Assessor:	Michelle Sauter
Budget Officer:	Betsy Maas
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, James Miller, Jack Harrington
Animal Control Officer:	Mary Jean Calvi
Justice Court Clerk:	Zarin Khan
Municipal Park Manager:	Jacob Gosnell
Registrar of Vital Statistics:	Andrea Casey
Recreation Director:	Margaret Collins
Town Historian:	Fran Wallin

**Designations:**

Legal:	
Van DeWater & Van DeWater, General Counsel	Jeffrey S. Battistoni
Van DeWater & Van DeWater, Land Use Counsel	James Nelson
Engineering:	
Clark Patterson Lee (CPL)	Peter D. Setaro
Rennia Engineering Design, PLLC	Tom Harvey
Auditing:	Theodore J. Eglit, Jr., CPA
IT Support Services: (formerly <i>Sullivan Data Management</i> )	Logically

Insurance Brokers, General Liability,

Fire & Workers Compensation  
Spain Agency:

Brian Miles/Syed Ali

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](http://www.unionvaleny.us)  
The Poughkeepsie Journal

INTRODUCED:                    SECOND:  
ROLL CALL VOTE BY TOWN CLERK:  
Councilman Durland        \_\_\_\_\_  
Councilman Gusikoff      \_\_\_\_\_  
Councilman McGivney     \_\_\_\_\_  
Councilman Welsh         \_\_\_\_\_  
Supervisor Maas           \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 8 OF 2023:

23-8 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 Mr. Pat Cartalemi previously to a seven-year term on the Planning Board expiring on December 31, 2026 and does hereby appoint Mr. Cartalemi as Chairperson of the Planning Board for the year 2023; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Union Vale previously appointed Ms. Jane Simpkin 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 2023; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Union Vale does hereby Re-appoint Ms. Ilana Nilsen as a member of the Zoning Board of Appeals to fill a new term expiring on December 31, 2027; 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 Re-appoint Mr. Rob Casey as a member of the Board of Assessment Review to fill a new five-year term expiring on September 30, 2027; and

**BE IT FURTHER RESOLVED**, that the Town Board of the Town of Union Vale does hereby appoint the Union Vale Library Trustees to five-year terms as named and listed below starting on 1/1/2023; 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)

Pat Cartalemi, Chair	(2026)
Michael Mostachetti	(2027)
TBA	(2028)
Alain Natchev	(2029)
Kaye Saglibene	(2023)
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)
Dennis Dunning	(2023)

**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*  
 Pat Cartalemi, *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	(2023)
John Ryan	(2023)

**Conservation Advisory Council:**

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

Joshua Redinger, Chair	(2023)
Rachel von Wettberg	(2024)
Pat Cartalemi, <i>ex officio</i>	
Lisa Martell	(2023)
Rhonda Sundlof, <i>Alternate</i>	
Liselotte Vince	(2024)
Brittany Hedrick	(2024)

**Union Vale Library Board of Trustees:**

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

Diane Capizzuto, Vice President (2023)  
 Art Mattiello, Secretary (2024)  
 Mike McPartland, Treasurer (2025)  
 Amy Watkins, President (2026)  
 Janet Myers (2026)  
 Susanna Hill (2027)  
 Jonah Ritter (2027)

Resolution 23-8, continued

INTRODUCED:                      SECOND:

ROLL CALL VOTE BY TOWN CLERK:

- Councilman Durland    \_\_\_\_\_
- Councilman Gusikoff   \_\_\_\_\_
- Councilman McGivney \_\_\_\_\_
- Councilman Welsh     \_\_\_\_\_
- Supervisor Maas        \_\_\_\_\_



TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 9 OF 2023:

23-9 SETTING SALARIES AND WAGES FOR ELECTIVE OFFICERS FOR 2023

NOW, THEREFORE, BE IT RESOLVED, the salaries of the elected officials for the Town of Union Vale for 2023 will be as follows:

**Town Supervisor & Budget Officer**

Betsy Maas \$23,788

**Councilmen**

Councilman Durland \$6,111

Councilman Gusikoff \$6,111

Councilman McGivney \$6,111

Councilman Welsh \$6,111

**Town Clerk & Registrar of Vital Statistics**

Andrea Casey \$48,445

**Tax Collector**

Kaye Saglibene \$8,640

**Town Justices**

Steve Diamond \$10,919

Paul Pancio \$10,919

**Highway Superintendent**

Edward Kading \$62,193

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

INTRODUCED: SECOND:

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland \_\_\_\_\_

Councilman Gusikoff \_\_\_\_\_

Councilman McGivney \_\_\_\_\_

Councilman Welsh \_\_\_\_\_

Supervisor Maas \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 10 OF 2023:

23-10 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 2023 Town budget, shall be paid to the holder of such offices and positions and in accordance with the Schedule A annexed hereto.

INTRODUCED:                      SECOND:  
ROLL CALL VOTE BY TOWN CLERK:  
Councilman Durland      \_\_\_\_\_  
Councilman Gusikoff      \_\_\_\_\_  
Councilman McGivney      \_\_\_\_\_  
Councilman Welsh      \_\_\_\_\_  
Supervisor Maas      \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 11 OF 2023:

23-11 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 2023 for an annual stipend of \$2,500.

INTRODUCED:                      SECOND:  
ROLL CALL VOTE BY TOWN CLERK:  
Councilman Durland      \_\_\_\_\_  
Councilman Gusikoff      \_\_\_\_\_  
Councilman McGivney      \_\_\_\_\_  
Councilman Welsh      \_\_\_\_\_  
Supervisor Maas      \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 12 OF 2023:

23-12 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: SECOND:

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland \_\_\_\_\_

Councilman Gusikoff \_\_\_\_\_

Councilman McGivney \_\_\_\_\_

Councilman Welsh \_\_\_\_\_

Supervisor Maas \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 13 OF 2023:

23-13 RESOLUTION AUTHORIZING TOWN SUPERVISOR AND DEPUTY TOWN SUPERVISOR TO  
COMPLY WITH ADMINISTRATIVE AND FINANCIAL REQUIREMENTS  
FOR THE YEAR 2023

**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 her absence the Deputy Town Supervisor, the duties and responsibilities necessary for the day-to-day administration of the town.

INTRODUCED:                                          SECOND:  
ROLL CALL VOTE BY TOWN CLERK:  
Councilman Durland                                          \_\_\_\_\_  
Councilman Gusikoff                                          \_\_\_\_\_  
Councilman McGivney                                          \_\_\_\_\_  
Councilman Welsh                                          \_\_\_\_\_  
Supervisor Maas                                          \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 14 OF 2023:

23-14 RESOLUTION AUTHORIZING TOWN SUPERVISOR TO SIGN SERVICE AGREEMENTS  
WITHIN BUDGETARY LINES FOR THE YEAR 2023

**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 2023.

INTRODUCED:                                 SECOND:  
ROLL CALL VOTE BY TOWN CLERK:  
Councilman Durland             \_\_\_\_\_  
Councilman Gusikoff          \_\_\_\_\_  
Councilman McGivney        \_\_\_\_\_  
Councilman Welsh               \_\_\_\_\_  
Supervisor Maas               \_\_\_\_\_

TOWN OF UNION VALE TOWN BOARD  
RESOLUTION NO. 15 OF 2023:

23-15 RESOLUTION AUTHORIZING ATTENDANCE AT THE NY STATE ASSOCIATION OF  
TOWNS TRAINING CONFERENCE TO BE HELD IN FEBRUARY, 2023

**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 2023 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 2023 budget for such training expense.

INTRODUCED:                                  SECOND:

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland   \_\_\_\_\_

Councilman Gusikoff   \_\_\_\_\_

Councilman McGivney \_\_\_\_\_

Councilman Welsh      \_\_\_\_\_

Supervisor Maas        \_\_\_\_\_

TOWN OF UNION VALE TOWN  
BOARD RESOLUTION NO. 16 OF 2023:

23-16 RESOLUTION AUTHORIZING THE TOWN BOARD OF UNION VALE TO RENEW  
MEMBERSHIP IN NY STATE WORKERS' COMPENSATION ALLIANCE FOR 2023

**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, 2023 – December 31, 2023;

**BE IT FURTHER RESOLVED,** that the Town Board does hereby authorize the Town Supervisor, Betsy Maas, to execute any documents necessary including the payment of premiums as approved in the 2023 budget for the renewal of this policy.

INTRODUCED:                      SECOND:

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland        \_\_\_\_\_

Councilman Gusikoff     \_\_\_\_\_

Councilman McGivney    \_\_\_\_\_

Councilman Welsh        \_\_\_\_\_

Supervisor Maas         \_\_\_\_\_

TOWN OF UNION VALE TOWN  
BOARD RESOLUTION NO. 17 OF 2023:

23-17 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 hereby 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 2.45% for credit card processing and \$1.75 for e-check processing in 2023, 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 via 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.



Resolution 23-17, continued

INTRODUCED:                      SECOND:

ROLL CALL VOTE BY TOWN CLERK:

- Councilman Durland      \_\_\_\_\_
- Councilman Gusikoff    \_\_\_\_\_
- Councilman McGivney    \_\_\_\_\_
- Councilman Welsh        \_\_\_\_\_
- Supervisor Maas         \_\_\_\_\_

TOWN OF UNION VALE TOWN  
BOARD RESOLUTION NO. 18 OF 2023:

23-18 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 2023 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.

Resolution 23-18, continued

INTRODUCED: SECOND:

ROLL CALL VOTE BY TOWN CLERK:

Councilman Durland \_\_\_\_\_

Councilman Gusikoff \_\_\_\_\_

Councilman McGivney \_\_\_\_\_

Councilman Welsh \_\_\_\_\_

Supervisor Maas \_\_\_\_\_

## Schedule A: 2023 Salaries

Title	Compensation
<b>Town Hall</b>	
Animal Control Officer	\$8,697
Assessor	\$35,000
Assessor's Clerk	\$23.69/hr.
Building Dept. Mgr./Chief Enforcement Officer/Zoning Administrator/Fire Inspector	\$90,000
Budget Officer	\$3,126
Building Clerk	\$24.40/hr.
Bookkeeper/CPA	\$51,500
Constables	\$19.13 - \$23.00/hr.
Constable-in-Charge	\$500
Data Collector	\$16.00 - \$21.00/hr.
Deputy Supervisor	\$200
Deputy Town Clerk	\$24.40/hr.
Justice Court Clerk	\$18.00-\$23.00/hr.
MS4 Coordinator	\$1,500
Recycling Personnel	\$16.00-\$17.80/hr.
Registrar of Vital Statistics	\$1,479
HR/Payroll/Secretary	\$25.75/hr.
Town Historian	\$1,000
<b>Highway</b>	
Seasonal – Full Time Crew (MEOs)	\$20.00 - \$29.00/hr.
<b>Parks</b>	
Maintenance Helpers – Maintenance Workers	\$17.00-\$27.71/hr.
Municipal Park Manager	\$65,000
<b>Recreation</b>	
Recreation Director, Summer Camp Director & Assistant Director	\$18.00-\$25.00/hr.
Equestrian Center Director/ Athletics/Coaches (stipend)	\$1000 - \$2500
Director, Aquatics	\$18.00-\$23.00/hr.
Camp Nurse (stipend)	\$2,000
Counselor	\$10.00-\$13.00/hr.
Food Service Helper	\$13.00-\$14.00/hr.
Lifeguard	\$12.00-\$16.00/hr.

Parks & Recreation Secretary	\$22.95/hr.
Recreation Assistant	\$10.00-\$14.00/hr.
Recreation Leader	\$14.00-\$16.00/hr.
<b>Land Use</b>	
Planning Board Chairperson	\$1,823
Planning Board Member	\$100 per meeting
Zoning Board of Appeals Chairperson	\$1,823
Zoning Board of Appeals Member	\$100 per meeting
Land Use Secretary (for both boards)	\$24.40/hr.