

**UNION VALE ORGANIZATIONAL TOWN BOARD MEETING
SPECIAL MEETING
JANUARY 3, 2019 TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY 7:30PM**

**PRESENT: Supervisor Maas
Council: Steven Frazier, David McMorris, Corrina Kelley & John Welsh (late arrival)
Attorney: Jeffery Battistoni
Town Clerk: Andrea Casey**

THE MEETING WAS OPENED WITH THE FLAG SALUTE

SUPERVISORS REPORT

Supervisor Maas explained this was the Special Organizational Meeting which would be comprised of the resolutions for the year 2019. She also reported that the salt shed grant was not obtained by the Town and she was disappointed as having an improper salt shed has negative environmental impacts. She is hopeful the Town can apply again and be successful. An exit letter from George Salem was received when Union Vale opted out of the Dutchess County Self Insured Worker's Compensation plan due to the 375% premium increase. By March, they will tally all the liabilities and report them to the Town. Five other Towns have also decided to leave the plan as well. The Town is now insured with Comp Alliance who will provide training and better plan management. Supervisor Maas also spoke about correspondence from the County DPW who plan to replace the two bridges on Bruzgul (CR 21) between the Clove circle and Shaughnessy Road. The proposed detour route would involve Shaughnessy Road and ask the Town if there are any issues with that plan. The projected timeline would be from mid-April to November of 2019. There was discussion about the clove circle intersection renovation project which was anticipated after the winter of 2019. Supervisor Maas promised to communicate with Ackie Busche and Elfriede Tillman regarding new information as it arrives. Another item that came to Supervisor Maas's attention was the lower annual stipend for the Zoning Board of Appeals chair and the Planning Board Chair. The ZBA chair stipend is \$478 less and she would like to rectify this to make them equal as both Boards are equally busy. The money is budgeted as there was room for alternates which were not part of the Code so the positions were eliminated. This was tabled until Councilman Welsh arrived to explain the history of the amounts.

Supervisor Maas pointed out that the Town needs to selected a delegate for the annual Association of Towns meeting and asked for input for the next meeting. The Conservation Advisory Council which did not meet once this year, is in need of new members. The Town Code dictates that each member serves a term of 2 years and rotates off thereby making it necessary for a new group of people. After explaining what the CAC is she hopes that a group of residents may be interested as they are looking at solar options and the Recycling Center is being underutilized and advised anyone interested to contact the Office of the Town Clerk. The group can consist to up to 5 members and one member can be from 16-21 years of age which may be advantageous for any interested high schooler.

Lastly, Supervisor Maas spoke about the Towns Investment policy, short term investments have increased and Supervisor Maas would like to do this and improve up on the existing policy. She also commended the Parks Department on the lovely light display in Tymor.

PUBLIC COMMENTS ON AGENDA ITEMS

None

OLD BUSINESS

Supervisor Maas noted a few items that are in progress. The Town is working on Solar Development and awaiting contracts to be received.

Councilman Frazier reported that bids are back from the Highway truck purchase, low bid was Robert Green Auto & Truck and it matches and Councilman Frazier recommends that truck as the cost was nearly identical to the larger vehicle.

Councilman McMorris asked why larger vehicle, the reply was that it is nimbler and faster to access much of the work of the payload can do therefore making it a more efficient choice. The budget contains down payment and lease agreement and Supervisor Maas was waiting to hear the final price before she went shopping for terms. Councilman Frazier advised that the order should be place before the month of March. Everyone agreed if the terms were researched and details ready for the January 17th meeting, they could vote that evening.

MOTION TO AUTHORIZE THE TOWN SUPERVISOR TO DO THE RESEARCH ON TRUCK LOAN

Supervisor Maas made a motion to authorize the Supervisor to do research and pull together financials for the January 17th meeting for the purpose of purchasing a new truck for the Highway Department which was seconded by Councilwoman Kelley and all were unanimously in favor.

Resident Tillman asked if the Truck will stay in Town, will it be available to the Deputy? The Board said Yes, it is not being assigned to the Highway Superintendent; it is a work truck which will be used for Town business.

NEW BUSINESS

(Councilman Welsh arrives in meeting)

Supervisor Maas inquired if the Board would be interested in making School Choice Week a Town proclamation. Councilman Frazier asked that it be forwarded to think about.

There will be a 'Solar for All' webinar and Supervisor Maas invited any Board member to partake.

NYS Peace Officer Training updates, recent updates to current training for Constables.

Supervisor Maas also spoke about vacant parcels for sale on Duncan Road in Beekman with 2 acre lots adjacent to Union Vale Park, and mentioned Grant for Towns to purchase land to keep it rural.

There was discussion on the difference in the stipend for ZBA chair and Planning Chair. Councilman Welsh explained the Planning Board used to be far busier however in today's world the ZBA business has increased substantially as well as the complexity.

MOTION TO INCREASE ZBA CHAIR STIPEND

Supervisor Maas made a motion to increase the ZBA chair stipend equal the Planning Board Chair to \$1,800 for 2019 seconded by Councilman Welsh.

PUBLIC COMMENT ON AGENDA ITEMS

Tillman- spoke about the detour route and her requests about speed limit signs and for wildlife, and pets or more of a police presence.

Councilman Frazier spoke about the discussions regarding the circle said the meeting should include the Fire and Rescue Departments as well to gain their input and all agreed. There was further discussion on other upcoming projects for 2019 such as scenic roads and replacing the chapter that was removed in Town Code and other Town improvements. They also agreed to discuss the employee handbook in the next work session.

MOTION TO ADJOURN

Supervisor Maas made a motion to adjourn the meeting at 8:50pm which was seconded by Councilman Frazier and all were unanimously favor.

Respectfully Submitted,

Andrea Casey

Town Clerk

TOWN OF UNION VALE TOWN BOARD RESOLUTION NO. 1 OF 2019:

#19-1 ESTABLISHMENT OF TOWN BOARD MEETING SCHEDULE

BE IT RESOLVED, that subject to the schedule set forth below, the regular meetings of the Union Vale Town Board will take place throughout the year 2019 on the third (3rd) Thursday of each month at 7:30 PM in the Meeting Room of Town Hall, in the Town of Union Vale, 249 Duncan Road, LaGrangeville, NY 12540.

BE IT FURTHER RESOLVED, that subject to the schedule set forth below the Town Board work sessions will take place on the first (1st) Thursday of each month at 7:30 PM in said meeting room, and that special meetings will be scheduled and advertised by posting the announcement on the town web site (www.unionvaleny.us) and the front bulletin board near the entrance to the Town Hall, with notification to the press; and

BE IT FURTHER RESOLVED, that the 2019 meeting dates are as listed below:

January 3	2019 Town Board Organizational Meeting
January 17	Regular Meeting
February 7	Work Session Meeting
February 21	Regular Meeting
March 7	Work Session Meeting
March 21	Regular Meeting
April 4	Work Session Meeting
April 18	Regular Meeting
May 2	Work Session Meeting
May 16	Regular Meeting
June 6	Work Session Meeting
June 20	Regular Meeting
July 11 *	Work Session Meeting
July 18	Regular Meeting
August 1	Work Session Meeting
August 15	Regular Meeting
September 5	Work Session Meeting
September 19	Regular Meeting
October 3	Work Session Meeting
October 17	Regular Meeting
November 7	Work Session Meeting
November 14 *	Regular Meeting
December 5	Work Session Meeting
December 12 *	Regular Meeting

The preceding resolution was offered by Supervisor Maas who moved its adoption, seconded by Councilman Frazier.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent

Ayes 4
Noes 0

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 2 OF 2019:**

19-2 ESTABLISHMENT OF TOWN HALL HOURS

BE IT RESOLVED, that the regular hours of Town Hall and the following offices for the Town of Union Vale for the year 2019 shall be Monday through Thursday, from 8:30 AM to 4:00 PM, for the Assessor, Building, Zoning, Tax Collector and the Town Supervisor's office; the Town Clerk's Office is open from 9:30 to 4:00 PM.

The Recreation and Facility Rentals Office is open from 9:00 AM to 1:00 PM, Monday through Friday.

BE IT FURTHER RESOLVED, that from January through June 1, Town Hall will have Saturday hours from 9:00 AM – 12:00 Noon.

The preceding resolution was offered by Councilman Frazier who moved its adoption, seconded by Councilman McMorris.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0

Dated: January 3, 2019

MOTION TO AMEND RESOLUTION

Councilman McMorris made a motion to amend Resolution #19-2 to 12 Noon which was seconded by Councilwoman Kelley and all were unanimously in favor.

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 3 OF 2019:**

**19-3 ESTABLISHING UNDERTAKINGS TO BE FURNISHED BY THE OFFICERS AND EMPLOYEES OF
THE TOWN OF UNION VALE**

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 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.

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.

The preceding resolution was offered by Councilman McMorris who moved its adoption, seconded by Supervisor Maas.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0

Dated: January 3, 2019

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 4 OF 2019:**

19-4 ACKNOWLEDGEMENT OF APPOINTMENT OF DEPUTY SUPERVISOR AND BOOKKEEPER

BE IT RESOLVED, that the Town Board of the Town of Union Vale, pursuant to Section 42 of the Town Law, does hereby continue the position of Deputy Supervisor and Bookkeeper which position shall be filled by appointment of the 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 2019, both to be compensated at a rate consistent with the salary established within the approved Town of Union Vale 2019 budget;

BE IT FURTHER RESOLVED, that the Deputy Supervisor and Bookkeeper are empowered to act on the Town Supervisor's behalf at her request.

The preceding resolution was offered by Councilwoman Kelley who moved its adoption, seconded by Councilman McMorris.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0
Dated: January 3, 2019	

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 5 OF 2019:**

19-5 AUTHORIZING POSITION OF DEPUTY TOWN SUPERINTENDENT OF HIGHWAYS

BE IT RESOLVED, that the office of Deputy Town Superintendent of Highways is hereby established for the Town of Union Vale;

BE IT FURTHER RESOLVED, the Deputy Town Superintendent of Highways shall be appointed by and serve at the pleasure of the Town Superintendent of Highways. During the absence or inability of the Town Superintendent of Highways to act, such Deputy shall act and be vested with all the powers and duties of the Town Superintendent as provided by law.

The preceding resolution was offered by Supervisor Maas who moved its adoption, seconded by Councilman McMorris.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0
Dated: January 3, 2019	

**TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 6 OF 2019:**

19-6 ACKNOWLEDGMENT OF APPOINTMENT OF DEPUTY TOWN CLERK AND TAX COLLECTOR

WHEREAS, the Town Clerk is authorized to appoint Deputies to Town Clerk/Registrar of Vital Statistics positions and a Tax Collector as that function operates out of the Town Clerk's office;

WHEREAS, Andrea Casey, Town Clerk/Registrar of Vital Statistics, has appointed Elizabeth Pancio as Deputy Town Clerk/Deputy Registrar of Vital Statistics and Joan Miller as Tax Collector of the Town of Union Vale for 2019; now therefore

BE IT RESOLVED, that the Town Board acknowledges the appointment of Elizabeth Pancio as Deputy Clerk/Deputy Registrar of Vital Statistics and Joan Miller as Tax Collector of the Town of Union Vale for 2019.

The preceding resolution was offered by Councilman Frazier who moved its adoption, seconded by Councilwoman Kelley.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0

Dated: January 3, 2019

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 7 OF 2019:**

**19-7 TOWN BOARD OFFICIAL APPOINTMENTS AND
DESIGNATIONS FOR THE YEAR 2019**

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 2019:

Appointments

Assessor:	Robert Taft
Assessor's Clerk:	Michele Fredericks
Budget Officer:	Betsy Maas
Building Inspector/ Code Enforcement Officer/ Fire Inspector / Zoning Administrator / MS4 Coordinator:	George Kolb
Building Inspector's Secretary / Land Use Secretary / Tax Collector for 2019:	Joan Miller
Constable in Charge:	George Treadwell
Constables:	Robert Casey, Timothy Craft, Ronald DeGuisto, James Miller, Jack Harrington
Deputy Town Clerk:	Elizabeth Pancio
Deputy Town Highway Superintendent:	Brian Butts
Dog Control Officer:	Mary Jean Calvi

Equestrian Center Director	Loretta Ryan
Justice Court Clerk:	Krista Rahemba-O'Sullivan
Municipal Park Manager:	Jacob Gosnell
Payroll Clerk:	Emily Barnes
Recycling Center Administrator:	Tom St. Onge
Registrar of Vital Statistics:	Andrea Casey
Senior Justice Court Clerk:	Jill Jurina
Camp Director and Recreation Supervisor:	Shelly Knight
Town Historian:	Fran Wallin
Town Justice:	Raymond Jurina
Town Justice:	Paul Pancio

Designations:

Legal:	
Van DeWater & Van DeWater, General Counsel	Jeffrey S. Battistoni
Van DeWater & Van DeWater, Land Use Counsel	James Nelson
Engineering:	
Clark Patterson Lee (formerly Morris Associates)	Peter D. Setaro Tom Harvey
Auditing:	Theodore J. Eglit, Jr., CPA
IT Support Services:	Sullivan Data Management
Insurance Brokers, General Liability, Fire & Workers Compensation, Spain Agency:	Brian Miles
Insurance Agency, Healthcare Insurance, Paychex Insurance Agency:	Helen Kimmerer
Insurance Companies:	NYMIR for general fire & liability Comp Alliance for workers' compensation MVP and CDPHP for medical
Official Depositories:	The Bank of Millbrook/Tompkins Mahopac National Bank
Town Justices Depositories:	Tompkins Mahopac National Bank
Official Town Publication:	The Poughkeepsie Journal & Town Website www.unionvaleny.us
Official Dog Kennel:	Dutchess County SPCA, Hyde Park

The preceding resolution was offered by Councilman McMorris who moved its adoption, seconded by Supervisor Maas.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0
Dated: January 3, 2019	

**TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. 8 OF 2019:**

**19-8 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 does hereby appoint Kevin Durland to a seven-year term on the Planning Board expiring on December 31, 2025 and also appoints Mr. Durland as Chairperson of the Planning Board for the year 2019; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Jane Simpkin Smith as Chairperson of the Zoning Board of Appeals for the year 2019; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint Dennis Dunning as a member of the Zoning Board of Appeals for a five-year term expiring on December 31, 2023; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Union Vale does hereby appoint David McMorris as Chairperson of the Fire Advisory Commission for the year 2019;

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)

Kevin Durland, Chair (2025)
Pasquale Cartalemi (2019)
Michael Mostachetti (2020)
Karl Schoeberl (2021)
Alain Natchev (2022)
Kaye Saglibene (2023)
Scott Kiniry (2024)

Alternates:

Ralph Mondello (2019)
Larry Mattiello (2021)

Board of Assessment Review:

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

Alice Pitz (2019)
Susan Beuchele (2020)
Thomas Murphy (2021)
Robert Casey (2022)

Ethics Advisory Board:

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

William Sadler (2019)
Corrina Kelley (2019)
Dennis Spinney (2020)
Larry Mattiello (2020)
Brian Johnston (2021)

Zoning Board of Appeals:

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

Jane Smith, Chair (2019)
Jeffrey Wimmer (2020)
John Hughes (2021)
Ilana Nilsen (2022)
Dennis Dunning (2023)

Conservation Advisory Council:

(Will be appointed later in 2019)

Fire Advisory Commission:

(Appointed Annually)

David McMorris, UVFD, Chair
John Del Bene, UVFD
Kevin Durland, Planning Board Chair
George Kolb, Fire Inspector, Code Enforcement
Dan Richards, UVFD
George Treadwell, Head Constable
John Welsh, UVFD

The preceding resolution was offered by Councilwoman Kelley who moved its adoption, seconded by Councilman Frazier.

Supervisor Maas Aye
Councilman Frazier Aye
Councilwoman Kelley Aye
Councilman McMorris Aye
Councilman Welsh Absent

Ayes 4 Noes 0
Dated: January 3, 2019

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 9 OF 2019:**

**19-9 SETTING SALARIES AND WAGES FOR
ELECTIVE OFFICERS FOR 2019**

BE IT RESOLVED, the following elected positions be paid the following salaries for 2019:

Town Council Members:	\$ 5,933
Town Clerk:	\$45,598
Town Highway Superintendent:	\$60,382
Town Justice:	\$10,597
Town Supervisor:	\$20,060
Budget Officer:	\$ 3,035

The preceding resolution was offered by Supervisor Maas who moved its adoption, seconded by Councilman Frazier.

Supervisor Maas Aye
Councilman Frazier Aye
Councilwoman Kelley Aye
Councilman McMorris Aye
Councilman Welsh Absent

Ayes 4 Noes 0
Dated: January 3, 2019

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 10 OF 2019:**

**19-10 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 2019 Town budget, shall be paid to the holder of such offices and positions and in accordance with the schedule annexed hereto.

The preceding resolution was offered by Councilman Frazier who moved its adoption, seconded by Councilman McMorris.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0
Dated: January 3, 2019	

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 11 OF 2019:**

**19-11 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 2019 for an annual stipend of \$2500.

The preceding resolution was offered by Councilman McMorris who moved its adoption, seconded by Supervisor Maas.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0
Dated: January 3, 2019	

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 12 OF 2019:**

19-12 SETTING THE HOLIDAY SCHEDULE FOR 2019

BE IT RESOLVED, the Holiday Schedule for the Town of Union Vale for the year 2019 shall be:

1. New Year's Day – Tuesday, January 1
2. Martin Luther King, Jr. Day – Monday, January 21
3. President's Day (Washington's Birthday) – Monday, February 18
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. Veteran's Day – Monday, November 11
9. Thanksgiving Day – Thursday, November 28
10. Day after Thanksgiving - Friday, November 29
11. Christmas Day (observed) – Wednesday, December 25

The preceding resolution was offered by Councilwoman Kelley who moved its adoption, seconded by Councilman Frazier.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent

Ayes 4 Noes 0
Dated: January 3, 2019

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 13 OF 2019:**

**19-13 RESOLUTION AUTHORIZING PAYMENT OF SPECIFIC BILLS PRIOR TO AUDIT PURSUANT
TO TOWN LAW § 118(2)**

WHEREAS, the Town of Union Vale regularly incurs postage, freight, express charges, electric, gas, water, sewer, fuel oil and 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 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, electric, telephone, postage, payroll and approved stipend payments including shared services payments for the Town Assessor and employee payroll deduction payments and disbursements such as health insurance premiums and retirement contributions as are recorded by the Finance Office.

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).

The preceding resolution was offered by Supervisor Maas who moved its adoption, seconded by Councilwoman Kelley.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent

Ayes 4 Noes 0
Dated: January 3, 2019

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 14 OF 2019:**

**19-14 RESOLUTION AUTHORIZING TOWN SUPERVISOR AND DEPUTY TOWN
SUPERVISOR TO COMPLY WITH ADMINISTRATIVE AND FINANCIAL
REQUIREMENTS
FOR THE YEAR 2019**

BE IT RESOLVED, that the Town Board of the Town of Union Vale does hereby authorize the Town Supervisor to sign bank checks, when necessary, 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.

The preceding resolution was offered by Councilman Frazier who moved its adoption, seconded by Councilman McMorris.

Supervisor Maas	Aye
Councilman Frazier	Aye
Councilwoman Kelley	Aye
Councilman McMorris	Aye
Councilman Welsh	Absent
Ayes 4	Noes 0

Dated: January 3, 2019

**TOWN OF UNION VALE TOWN
BOARD RESOLUTION NO. 15 OF 2019:**

19-15 AUTHORIZATIONS, POLICIES AND PROCEDURES FOR 2019

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

- 9.1 The frequency of compensation will be bi-weekly as determined by a 2018 Town Board vote for all employees. Temporary workers or volunteers receiving stipends will be paid at fiscal year-end or as agreed upon.
- 9.2 Official meetings shall follow Modified Robert's Rules of Order as determined by the Supervisor or a majority of the Town Board.
- 9.3 The Rules of Procedure for official meetings shall be as follows: All comments and questions shall be addressed to the Town Board. Public comments on Agenda items shall take place prior to the consideration of any Resolution. Public comments on general town issues will take place following "New Business" or the close of the meeting. Speakers addressing the Board are generally 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.
- 9.4 All purchases are required to be made in compliance with Town Procurement Policy and all applicable laws.
- 9.5 All bills will be submitted on town vouchers for payment.

- 9.6 Vouchers are due to the Town Clerk's Office by all departments within the same week they were received by any vendor.
- 9.7 Mileage reimbursement for Town Officials and designated employees performing their duties while on official town business will be set at the IRS rate per mile or \$0.58 cents for 2019.
- 9.8 Petty Cash shall be distributed as follows and if needed: Tax Collector - \$100, Town Clerk - \$200, Park Manager - \$200, Building Department - \$100, Recycling Center - \$100 and Highway Superintendent - \$100.
- 9.9 The rental of 2 Tymor Park Road shall be \$1,600 per month and the rental of 11 Tymor Park Road shall be determined after the renovation plans have been approved.
- 9.10 Official Town Polling Sites for Districts 1 and 2 are the Union Vale Senior Center at 8 Tymor Park Road in Tymor Park, and the Fire House, Station # 1, 3373 Route 82, in Verbank for Districts 3 and 4.
- 9.11 The Highway Superintendent will submit proposed annual 284 Contract to the Town Board, fully completed with distances, locations and estimated pricing for review and approval before the Town Board Agenda Meeting in January.
- 9.12 Active members of the Union Vale Fire Company may be covered by the Town's medical insurance at their discretion and expense as per New York State Law.
- 9.13 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.
- 9.14 Additional insurance coverage or benefits through AFLAC, New York State Retirement and New York State Deferred Compensation are available upon request.
- 9.15 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 cent fee per page for all documents requested and a \$5.00 fee for any CDs requested to copy voluminous information.
- 9.16 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 the November official Town Board meeting after which the 2020 Budget will be finalized by November 20th, 2019.
- 9.17 The Town Board will annually review and revise if necessary, the following documents, 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
 - Cyber Security Citizen's Notification Policy

- Employee Handbook
- Town Escrow Policy
- Town Master Fee Schedule
- Investment Policy

9.18 Whereas Town Law requires the Town Board to audit the Supervisor’s financial records before January 20th 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.

Salary Schedule 2019

Title	Salary
Town Hall	
Assessor	\$19,097.00
Bldg. & Fire Inspector/CEO/Zoning Admin	\$73,500.00
Bookkeeper	\$45,225.00
Building Clerk	\$23.11/hr
Constable (5)	\$17.50/hr
Constable in Charge	\$500.00
Data Collector	\$20.00/hr
Deputy Supervisor	\$200.00
Deputy Town Clerk	\$17.69/hr
Dog Control Officer	\$7,727.00
Justice Court Clerk	\$5,789.00
MS4 Coordinator	\$1,500.00
Payroll Clerk	\$20.00/hr
Records Manager	\$258.00
Recycling Administrator	\$11,494.00
Recycling Personnel (3)	\$15.82/hr
Recycling Personnel Substitute	\$15.82/hr
Registrar of Vital Statistics	\$1,479.00
Secretary to the Assessor	\$32,450.00
Senior Justice Court Clerk	\$6,310.00
Tax Collecting Clerk	\$23.11/hr
Town Historian	\$617.00
Highway	
Deputy Town Highway Supervisor	\$26.11/hr
Motor Equipment Operator	\$25.86/hr
Motor Equipment Operator (2)	\$24.87/hr
Parks	
Maintenance Helper	\$15.00/hr
Maintenance Worker	\$24.61/hr
Maintenance Worker	\$18.00/hr
Municipal Park Manager	\$55,080.00
Recreation	
ASP/TGTT Director (2)	\$17.00/hr
ASP/TGTT Recreation Leader	\$17.00/hr
Assistant Camp Director	\$17.00-\$23.00/hr

Camp Aquatics Director (2)	\$16.00-\$22.00/hr
Camp Director & Recreation Supervisor	\$24.64/hr
Counselor	\$10.00-\$13.00/hr
Equestrian Center Director	\$2,500.00
Food Service Helper	\$10.00-\$14.00/hr
Lifeguard	\$12.00-\$15.00/hr
Parks & Recreation Secretary	\$19.37/hr
Recreation Assistant	\$10.00-\$13.00/hr
Recreation Events Coordinator	\$25,000.00
Recreation Leader	\$13.00-\$17.00/hr
Land Use	
Planning Board Chairperson	\$1,823.00
Planning Board Member	\$100 per meeting attended
Planning Board Member Alternate	\$100 per required meeting attended
Planning Board Secretary	\$23.11/hr
Zoning Board of Appeals Chairperson	\$1,823.00
Zoning Board of Appeals Member	\$100 per meeting attended
Zoning Board Secretary	\$23.11/hr

The preceding resolution was offered by Councilman McMorris who moved its adoption, seconded by Councilman Frazier.

Supervisor Maas Aye
 Councilman Frazier Aye
 Councilwoman Kelley Aye
 Councilman McMorris Aye
 Councilman Welsh Absent
 Ayes 4 Noes 0
 Dated: January 3, 2019

MOTION TO AMEND RESOLUTION

Councilman Frazier made a motion to amend Resolution #19-15 to public comment will take place following new business which was seconded by Supervisor Maas and all were unanimously in favor.