

APPROVED MINUTES

April 14, 2014

The regular meeting of the Town Board was held April 14, 2014 at 7:30 pm at the Grand Gorge Civic Center. Present: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder and Carol Murray, Hwy. Supt. Stephen Schuman and 10 residents. Absent: Councilman Allen Hinkley and Attorney Kevin Young, both being out of town.

It was brought to the attention of the Town Board that the bid for highway fuels from the March 3, 2014 meeting was correct for the bid price of Main Care Fixed Diesel at \$3.3770/gal but was incorrectly awarded to Main Care at a price of 3.770/gal due to a typographical error.

On motion of Carol Murray second by Edward Raeder the Minutes of the March 3, 2014 meeting were approved after amending them to read the bid for Diesel Fixed was awarded to Main Care Energy at \$3.3770/gal and adding it was due to the Winter Blend Award.

AYES – 4 Murray, Raeder, Cronk, Hynes

NAYS – 0

ABSENT – 1 Hinkley

David Martin requested needed repairs to the Civic Center Playground and expressed concerns with a house next door to him expelling a lot of water. Response: the playground matter will be looked into for having work completed. The house with a water problem is under foreclosure and is not on Town water but rather has a spring in the basement.

Nancy Haney expressed concerns with old vehicles near the stream and requested help from the Building Inspector regarding dilapidated buildings in Grand Gorge. Supv. Hynes will look into the matters.

Maureen Sauveur expressed concerns with sidewalks not extended down State Hwy. 23 East and sidewalks not cleared in the winter. Supv. Hynes stated a sidewalk district would have to be formed where only those properties in the district would fund the district and that when brought before the Grand Gorge owners a few years ago they didn't want it.

Joyce Devivo expressed concerns with holes and sewer smell near the Tait Construction and Colonial Motel properties on State Hwy 23 and concerns with a culvert on Frank Cottone Rd. Supv. Hynes will contact NYS DOT for the holes and look into the sewer smell and Hwy. Supt. Steve Schuman will look into the culvert matter.

Hwy. Supt. Steve Schuman discussed CHIPS monies are expected to be the same in 2014 or slightly higher, crews are trying to ready roads for summer repairs, the highway employees have all completed hearing tests and safety training and will have to attend a mine safety class, discussed the NYS Senate passing a law that would allow the local municipalities to set speed limits on own roads but will have to see if full passage by the State is completed and he will have the dedication signs for Jean Marie Collins made and erected.

Discussion took place on the abandonment of a portion of Slauson Trailer Park Rd. per the request of property owner John Bubach.

RESOLUTION #21 – IN THE MATTER OF THE APPROVAL AND SEQRA REVIEW OF THE ABANDONMENT/DISCONTINUANCE OF A PORTION OF SLAUSON TRAILER PARK ROAD

On motion of Carol Murray second by Gene Cronk the following resolution was offered and adopted:

WHEREAS, the Town Board of the Town of Roxbury has received a copy of a Petition for Discontinuance of a Highway, namely a portion of Slauson Trailer Park Road on lands of John L. Bubach; and

WHEREAS, the Town Board of the Town of Roxbury has determined the portion of Slauson Trailer Park Road in question qualifies for abandonment under Highway Law §§ 171, 172 or 207; and

WHEREAS, the Town Board of the Town of Roxbury has reviewed a Short Environmental Assessment Form (EAF) pursuant to the mandates of the Environmental Quality Review Act (ECL Article 8 and 6 NYCRR Part 617); and

WHEREAS, the Town Board has duly considered the contents of the EAF and completed Parts 2 and 3 thereof; and

WHEREAS, the Town Board has identified the relevant areas of environmental inquiry and taken a hard look at them; and

WHEREAS, the Town Board has identified the relevant areas of environmental inquiry and taken a hard look at them and caused to be prepared a Negative Declaration which sets forth the reasoning and rationale of the Town Board in determining that no adverse environmental impacts will occur as a result of the action; and

WHEREAS, the Town Board thereby seeks to issue the Negative Declaration under SEQRA thereby complying with the mandates of the State Environmental Quality Review Act;

NOW THEREFORE BE IT RESOLVED, that the Town of Roxbury Town Board hereby declares that the abandonment of a portion of Slauson Trailer Park Road will not have any significant adverse environmental impacts; and

BE IT FURTHER RESOLVED, THAT THE Town of Roxbury Town Board consents to a portion of Slauson Trailer Park Road being abandoned or discontinued.

WHEREUPON, this Resolution was declared adopted by the Town Board of the Town of Roxbury.”

AYES – 4 Murray, Cronk, Raeder, Hynes

NAYS – 0

ABSENT – 1 Hinkley

On motion of Gene Cronk second by Edward Raeder the Town Board approved reimbursement to the Highway Supt. for attending Highway School in Ithaca, NY.

AYES – 4 Cronk, Raeder, Murray, Hynes

NAYS – 0

ABSENT – 1 Hinkley

Peg Ellsworth was absent but a written report from her regarding park and grant matters was distributed to the Town Board. Items discuss HUD and other current grant status, grant applications that have been or will be submitted on behalf of Kirkside Adult Home and the Grand Gorge Methodist Church Parsonage and M-ARK still has openings for their rental rehab grant. Carolynn Faraci, Parks Clerk reported that park buildings have already been booked for several different events this summer and that a fire pit and two outdoor propane heaters have been purchased so events can be held later in the year. Nancy Haney added that the Grand Gorge Little League received a grant from the O’Conner Foundation.

The Town Planning Board meeting scheduled for April 16, 2014 has been canceled due to no business to discuss.

The regular meeting of the Roxbury Historic Commission is scheduled for April 21, 2014 at 7:00 pm at the Town Hall. The Commission is expected to offer a name at the May Town Board meeting for appointment to fill the vacancy on the Commission.

The Town Board has tabled a decision on repairs to the bathroom at the Town Hall until another proposal is received.

On motion of Edward Raeder second by Gene Cronk the Town Board approved the monthly report of the Town Clerk for March 2014 in the amount of \$970.00 (Town Clerk \$160.00 and Building Permits \$810.00)

AYES – 4 Raeder, Cronk, Murray, Hynes

NAYS – 0

ABSENT – 1 Hinkley

On motion of Carol Murray second by Edward Raeder the Town Board approved the monthly report of the Supervisor for February 2014.

AYES – 4 Murray, Raeder, Cronk, Hynes

NAYS – 0

ABSENT – 1 Hinkley

On motion of Gene Cronk second by Edward Raeder the Town Board approved the monthly report of the Assessor for March 2014.

AYES – 4 Cronk, Reader, Murray, Hynes

NAYS – 0

ABSENT – 1 Hinkley

On motion of Carol Murray second by Edward Raeder the Town Board approved the monthly report of the Tax Collector for March, 2014 where 75.4% of Town/County taxes have been collected.

AYES – Murray, Raeder, Cronk, Hynes

NAYS – 0

ABSENT – 1 Hinkley

On motion of Gene Cronk second by Carol Murray the Town Board approved the monthly report of HUD (CDBG) Program funds showing \$101,175.50 expenses and \$298,824.50 balance.

AYES – 4 Cronk, Murray, Raeder, Hynes

NAYS – 0

ABSENT – 1 Hinkley

On motion of Gene Cronk second by Edward Raeder the Town Board approved the monthly report of the Building Inspector for March 2014.

Ayes – 4 Cronk, Raeder, Murray, Hynes

NAYS – 0

ABSENT – 1 Hinkley

On motion of Carol Murray second by Gene Cronk the Town Board approved the monthly report of Water Receipts for the Water Districts in the amount of \$325.43 (Denver #68.20; Grand Gorge \$130.57 and Roxbury \$126.66)

AYES – 4 Murray, Cronk, Raeder, Hynes

NAYS – 0

ABSENT – 1 Hinkley

No action was taken on appointing another person to the HUD review committee.

No action was taken to fill the vacancy on the Roxbury Historic Preservation Commission.

On motion of Edward Raeder second by Gene Cronk the Town Board approved reimbursement to the Bookkeeper to attend Town finance training in Saratoga Springs, NY.

AYES – 4 Raeder, Cronk, Murray, Hynes
 NAYS – 0
 ABSENT – 1 Hinkley

RESOLUTION #22 – CONTRACT WITH CMS INTERNET SOLUTIONS, INC. FOR WEBSITE MAINTENANCE

On motion of Carol Murray second by Gene Cronk the following resolution was offered and adopted:
 “RESOLVED, the Roxbury Town Board approves the contract with CMS Internet Solutions, Inc. for Town website maintenance in the amount of \$250.00 per month.”

AYES – 4 Murray, Cronk, Raeder, Hynes
 NAYS – 0
 ABSENT – 1 HINKLEY

On motion of Edward Raeder second by Carol Murray the Town Board approved the destruction of the following records per State Retention and Disposition Schedules:

<u>SARA #</u>	<u>Description of Record</u>	<u>Dates</u>	<u>SARA Yrs.</u>
1.595a	Copy of Tax Collector late notice mailed	2006	6 years
1.602a	Real Property Transfer Report (EA5217 Form)	2006	6 yrs - duplicate filed in Assessor Office
4.409a	Bank/mortgage co. request for tax information	2006	6 months
1.595a	Receiver's stub	2006	6 years
4.849	Change of address copies	2006	Keep as needed-original in Assessor's Office
2.596	Delinquent Tax Report	2006	6 years
10.10b	Communication to/from County re: taxes	2006	6 years
1.595a	Returned tax bills for incorrect payment by taxpayer	2006	6 years
23.634	Expired Temporary Handicapped Parking Permit App.	1999-2010	3 years after expired
23.634	Expired Permanent Handicapped Parking Permit App.	1999-2010	3 years after expired
7.319a	NYS DEC monthly receipt tape	2003-2007	6 years
7.319b	NYS DEC individual license receipt	2003-2007	2 years
4.409a	Freedom of Information (FOIL) Request granted	2009-2012	6 months
4.409c	Freedom of Information (FOIL) Request no record	2009-2012	6 months
2.277	Youth Program (RCS Summer Rec) State reimb. App & docs	1981-2007	6 years
1.263	Bank Statements savings & checking (all funds)	2007	6 years
1.275	Voucher & invoice	2007	6 years
1.283	Town Clerk monthly report	2007	6 years
6.167a	Dog license monthly report	2007	6 years
10.254	Bookkeeper trial balance sheets (all funds)	2007	6 years
4.248	Bank account transfers (faxes)	2007	6 years after last entry
7.269	Bank deposit slips (all accts checking & savings)	2007	6 years
5.267	Bank deposit books (all accts)	2005-2007	6 yrs after date of most recent entry
17.282	Cash receipt book (Town Clerk)	2001-2005	6 years
4.248	Check register (Town Clerk acct)	2002-2005	6 years after last entry
4.248	Check register (Building Permit acct)	1990-2007	6 years after last entry
3.247	Journal Entries (bookkeeper)	2007	6 years after last entry
4.266	3rd party collateral agreement monthly rpt (all funds)	2007	6 yrs after agreement, contract, designation, bond or surety has expired or been superceded or rescinded
12.667	Rabies Certificates	2010	3 years
2.163	Dog license new and renewals	2009	3 years after expired

4.165	Lost dog tag application	2009	1 year
3.164	Spay/neuter certificate	2009	0 after obsolete
2.264	Voided checks (all accts)	2005-2007	6 years
1.162b	Dog population list	2006-2008	0 after superseded
6.318	Liquor License notice of application (new/renewal)	2006-2011	2 years
22.22	Marriage License monthly report	2007	6 years
1.283	Denver Water report of payments received	1998-2007	6 years
1.283	Grand Gorge Water report of payments received	1995-2007	6 years
1.283	Roxbury Water report of payments received	1992-2007	6 years
12.256	Denver Water billing account (individual customer)	1998-2007	6 years after last entry
12.256	Grand Gorge Water billing account (individual customer)	1995-2007	6 years after last entry
12.256	Roxbury Water billing account (individual customer)	1977-2007	6 years after last entry
39.782a	Underground Facilities (UFPO) notice	2005-2009	4 years
11.11b	Legal notices to newspaper for publishing	2008-2013	0 after no longer needed
1.51	Working papers for Town budget (dept estimates, etc.)	1989-2007	6 years

AYES – 4 Raeder, Cronk, Murray, Hynes

NAYS – 0

ABSENT -1 Hinkley

On motion of Edward Raeder second by Gene Cronk the Town Board approved the monthly report of the Town Justices for February 2014 in the amount of \$1,621.00.

AYES – 4 Raeder, Cronk, Murray, Hynes

NAYS – 0

ABSENT – 1 Hinkley

The Town’s Annual Financial Report for the year ending 12/31/13 has been filed with the State. A copy is available for inspection at the Town Clerk’s Office.

The Rodrigues gravel bank permit and contract expires in August 2014. The Highway Supt. would like to extend both. Supv. Hynes will contact Rob Allison regarding the matter.

A notice was received from J&W Deli stating they intend to apply to the State for a liquor license at their establishment on State Hwy. 23 in Grand Gorge.

The Grand Gorge Community Action Group will hold a pancake breakfast at the Civic Center on April 26 between 8:00 am and 12 Noon.

Councilman Cronk commended the Grand Gorge Community Action Group on the work they have been doing in Grand Gorge to keep businesses, bring businesses in and keeping the area looking nice.

On motion of Carol Murray second by Edward Raeder the bills were audited and ordered paid in the following amounts:

General #109-177	\$57,870.71	Roxb Sewer #19-26	\$29,579.87
Highway #69-109	\$45,987.25	Denv Sewer #30-46	\$29,590.17
Roxb Water #21-28	\$4,121.17	Special Lights #4-6	\$3,865.17
GG Water #21-29	\$11,305.09	Capital Projects:	
Denv Water #18-24	\$3,813.22	Kirk. Park Const #4	\$2,130.00

AYES – 4 Murray, Raeder, Cronk, Hynes

NAYS – 0

ABSENT – 1 Hinkley

On motion of Edward Raeder second by Carol Murray the meeting adjourned at 8:18 pm.

THIS IS A TRUE COPY

Diane Pickett, Town Clerk
Thomas S. Hynes, Supervisor
Gene Cronk, Councilman
Edward Raeder, Councilman
Carol Murray, Councilwoman