

APPROVED MINUTES

The Organizational Meeting of the Town of Roxbury was held January 2, 2015 at 7:30 pm at the Town Hall. Present: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder, Allen Hinkley and Carol Murray, Highway Supt. Stephen Schuman and one resident. Absent: Town Attorney Kevin Young.

On motion of Allen Hinkley second by Carol Murray the Town Board approved the minutes of the December 8, 2014 regular meeting and the December 29, 2014 year end meeting.

AYES – 5 Hinkley, Murray, Raeder, Cronk, Hynes

NAYS – 0

Highway Supt. Stephen Schuman stated he is having problems with his laptop computer and will have a tech look at it.

RESOLUTION #1 – AGREEMENT TO SPEND HIGHWAY MONEYS

On motion of Gene Cronk second by Edward Raeder the following resolution was offered and adopted:

““WHEREAS, pursuant to the provisions of Section 284 of the Highway Law,

BE IT RESOLVED the Town Board approves the agreement for the expenditure of highway moneys in the year 2015 in the amount of \$750,000 to be used as follows:

1. The sum of \$238,100 shall be set aside to be expended for primary work and general repairs upon 112 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet, and
2. The sum of \$511,900 shall be set aside for the permanent improvement of town highways.”

AYES-5 Cronk, Raeder, Hinkley, Murray, Hynes

NAYS-0

Supervisor Hynes stated there is a clogged line at the Civic Center. Roto-Rooter will be there to work on it next week.

RESOLUTION #2 – APPOINTMENTS AND COMMITTEES

On motion of Allen Hinkley second by Carol Murray the following resolution was offered and adopted:

RESOLVED the Town Board approves the following appointments and committees for the year 2015:

POSITION	NAME	TERM
Budget Officer	Carolynn J. Faraci	1/1/15-12/31/15
Assessor Clerk	Stephanie Seminara	1/1/15-12/31/15
Parks Clerk	Carolynn J. Faraci	1/1/15-12/31/15
Justice Clerk	Sandra Rockwell	1/1/15-12/31/15
Town Historian	Anthony Liberatore	1/1/15-12/31/15
Constable	Stephen L. Williamson	1/1/15-12/31/15
Dog Control Officer	Verna Dietrich	1/1/15-12/31/15
Attorney for the Town	Kevin Young	1/1/15-12/31/15
Water Clerk (3 water districts)	Diane Pickett	1/1/15-12/31/15
Sewer Clerk (2 sewer districts)	Diane Pickett	1/1/15/12/31/15
Health Officer	Daniel Sullivan	1/1/15-12/31/15
School Crossing Guard	Vicky Thomas	1/1/15-12/31/15
CRC Representative	Joseph Farleigh	1/1/15-12/31/15
Planning Board Secretary	Jill Ribich	1/1/15-12/31/15
COMMITTEES:		
Highway	Edward Raeder & Gene Cronk	1/1/15-12/31/15
Water	Carol Murray & Gene Cronk	1/1/15-12/31/15
Personnel	Carol Murray & Allen Hinkley	1/1/15-12/31/15
Building & Grounds	Edward Raeder & Thomas Hynes	1/1/15-12/31/15

Kirkside Park	Allen Hinkley & Edward Raeder	1/1/15-12/31/15
---------------	-------------------------------	-----------------

AYES-5 Hinkley, Murray, Cronk, Raeder, Hynes
 NAYS-0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the Town Supervisor's appointment of Edward Raeder as Deputy Supervisor for the term 1/1/15-12/31/15.
 AYES – 5 Cronk, Raeder, Hinkley, Murray, Hynes
 NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the Town Supervisor's appointment of Carolynn J. Faraci as Supervisor Bookkeeper for the term 1/1/15-12/31/15.
 AYES – 5 Cronk, Raeder, Hinkley, Murray, Hynes
 NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the Highway Supt.'s appointment of William Sprague as Deputy Hwy. Supt. for the term 1/1/15-12/31/15.
 AYES – 5 Cronk, Raeder, Hinkley, Murray, Hynes
 NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the Town Clerk's appointment of Carolynn J. Faraci as Deputy Town Clerk #1 for the term 1/1/15-12/31/15.
 AYES – 5 Cronk, Raeder, Hinkley, Murray, Hynes
 NAYS - 0

RESOLUTION #3 OFFICIAL UNDERTAKING

On motion of Allen Hinkley second by Carol Murray the following resolution was offered and adopted:
 "RESOLVED the Town Board approves the Official Undertaking of elected and appointed positions as to its form and manner of execution and the sufficiency of the insurance, as surety as prepared for the Town of Roxbury for the year 2015"
 AYES – 5 Hinkley, Murray, Cronk, Raeder, Hynes
 NAYS – 0

RESOLUTION #4– TOWN BOARD MEETING SCHEDULE

On motion of Carol Murray second by Edward Raeder the following resolution was offered and adopted:
 "RESOLVED the Town Board for the year 2015 will meet the second Monday of each month for their Regular Monthly Meeting, except for January when they shall meet January 2, 2015 and except for March when they shall meet March 2, 2015 and except for November when they shall meet on Thursday November 5, 2015. All meetings will begin at 7:30 pm and will be held at the Town Hall, 53690 State Hwy 30, Roxbury, NY except for April and August when they will meet at the Grand Gorge Civic Center, 60933 State Hwy. 30, Grand Gorge, NY."
 AYES – 5 Murray, Raeder, Cronk, Hinkley, Hynes
 NAYS – 0

RESOLUTION #5– PLANNING BOARD MEETING SCHEDULE

On motion of Allen Hinkley second by Edward Raeder the following resolution was offered and adopted:
 "RESOLVED the Planning Board for the year 2015 will meet the third Wednesdays of each month for their Regular Monthly Meeting. All meetings shall begin at 7:30 pm and will be held at the Town Hall, 53690 State Hwy. 30, Roxbury, NY."
 AYES – 5 Hinkley, Raeder, Cronk, Murray, Hynes
 NAYS – 0

RESOLUTION #6– HISTORIC COMMISSION MEETING SCHEDULE

On motion of Carol Murray second by Edward Raeder the following resolution was offered and adopted:

“RESOLVED the Historic Preservation Commission for the year 2015 will hold meetings the third Saturdays of the month at 10:00 am at the Town Hall for their Regular Monthly Meeting.”

AYES – 5 Murray, Raeder, Cronk, Hinkley, Hynes

NAYS – 0

On motion of Edward Raeder second by Carol Murray the Town Board approved the pre-payment of all bills received by the Town Clerk between the period March 3, 2015 and March 6, 2015 due to changing the date of the regular March monthly meeting from March 9th to March 2nd.

AYES-5 Raeder, Murray, Cronk, Hinkley, Hynes

NAYS -0

RESOLUTION #7 – RE-APPOINTMENT OF WENDELL & MATHIS TO HISTORIC PRESERVATION COMMISSION

On motion of Edward Raeder second by Allen Hinkley the following resolution was offered and adopted:

“RESOLVED, the Town Board re-appoints Lewis Wendell and Michael Mathis to the Historic Preservation Commission for three year terms 1/1/15-12/31/17.”

AYES-5 Raeder, Hinkley, Cronk, Murray, Hynes

NAYS – 0

RESOLUTION #8– PROCUREMENT POLICY

On motion of Allen Hinkley second by Edward Raeder the following resolution was offered and adopted:

“WHEREAS, the Town Board has reviewed the current Procurement Policy and finds no changes are needed:

NOW, THEREFORE BE IT RESOLVED the Town Board approves use of the current Procurement Policy for the year 2015.”

AYES – 5 Hinkley, Raeder, Cronk, Murray, Hynes

NAYS – 0

RESOLUTION #9 – INVESTMENT POLICY

On motion of Carol Murray second by Edward Raeder the following resolution was offered and adopted:

“WHEREAS, the Town Board has reviewed the current Investment Policy and finds no changes are needed;

NOW, THEREFORE BE IT RESOLVED, the Town Board approves use of the current Investment Policy for the year 2015.”

AYES – 5 Murray, Raeder, Cronk, Hinkley, Hynes

NAYS – 0

RESOLUTION #10- SEXUAL HARASSMENT POLICY

On motion of Allen Hinkley second by Gene Cronk the following resolution was offered and adopted:

“WHEREAS, the Town Board has reviewed the current Sexual Harassment Policy and finds no changes are needed;

NOW, THEREFORE BE IT RESOLVED the Town Board approves use of the current Sexual Harassment Policy for the year 2015.”

AYES – 5 Hinkley, Cronk, Raeder, Murray, Hynes

NAYS – 0

RESOLUTION #11- COMPUTER USE POLICY

On motion of Edward Raeder second by Allen Hinkley the following resolution was offered and adopted:

“WHEREAS, the Town Board has reviewed the current Computer Use Policy and finds no changes are needed;

NOW, THEREFORE BE IT RESOLVED the Town Board approves use of the current Computer Use Policy for the year 2015.”

AYES – 5 Raeder, Hinkley, Cronk, Murray, Hynes

NAYS – 0

RESOLUTION #12-LOCAL PRIVACY NOTIFICATION POLICY

On motion of Edward Raeder second by Carol Murray the following resolution was offered and adopted:

“WHEREAS, the Town Board has reviewed the current Local Privacy Notification Policy pertaining to security breaches of personal information and finds no changes are needed; NOW, THEREFORE BE IT RESOLVED the Town Board approves use of the current Local Privacy Notification Policy for the year 2015.”

AYES – 5 Raeder, Murray, Cronk, Hinkley, Hynes

NAYS – 0

RESOLUTION #13-CODE OF ETHICS

On motion of Allen Hinkley second by Edward Raeder the following resolution was offered and adopted:

“WHEREAS, the Town Board has reviewed the current Code of Ethics and finds no changes are needed;

NOW, THEREFORE BE IT RESOLVED the Town Board approves use of the current Code of Ethics for the year 2015.”

AYES – 5 Hinkley, Raeder, Cronk, Murray, Hynes

NAYS – 0

RESOLUTION #14-WORKPLACE VIOLENCE PREVENTION POLICY

On motion of Edward Raeder second by Allen Hinkley the following resolution was offered and adopted:

“WHEREAS, the Town Board has reviewed the current Workplace Violence Prevention Policy and finds no changes are needed;

NOW, THEREFORE, BE IT RESOLVED the Town Board approves use of the current Workplace Violence Prevention Policy for the year 2015; and

BE IT FURTHER RESOLVED, The Town Board directs the Town Clerk to distribute the Policy to all employees and approves signed confirmation from all employees that they have received and reviewed said policy to be in lieu of conducting formal annual training on said Policy.”

AYES – 5 Raeder, Hinkley, Cronk, Murray, Hynes

NAYS – 0

RESOLUTION #15-EMPLOYEE HANDBOOK

On motion of Allen Hinkley second by Carol Murray the following resolution was offered and adopted:

“WHEREAS, the Town Board has reviewed the current Employee Handbook and finds no changes are needed;

NOW, THEREFORE BE IT RESOLVED the Town Board approves use of the current Employee Handbook for the year 2015.”

AYES – 5 Hinkley, Murray, Raeder, Cronk, Hynes

NAYS – 0

No action was taken on approving use of the current Police Policy until it has been reviewed by Town Attorney.

On motion of Gene Cronk second by Carol Murray the Town Board designates the Town Supervisor and Deputy Supervisor as official check signers for the year 2015.

AYES – 5 Cronk, Murray, Cronk, Raeder, Hynes

NAYS – 0

On motion of Carol Murray second by Allen Hinkley the Town Board approved Atlantic-Inland of

Cortland as Fire Inspector for commercial buildings for the year 2015.

AYES – 5 Murray, Hinkley, Cronk, Raeder, Hynes

NAYS – 0

On motion of Edward Raeder second by Gene Cronk the Town Board approved Catskill Mountain News official newspaper for Town business for the year 2015.

AYES – 5 Raeder, Cronk, Hinkley, Murray, Hynes

NAYS – 0

On motion of Allen Hinkley second by Carol Murray the Town Board approved NBT Bank N.A. and National Bank of Delaware County for Town business for the year 2015.

AYES -5 Hinkley, Murray, Cronk, Raeder, Hynes

NAYS – 0

On motion of Edward Raeder second by Carol Murray the Town Board approved Mostert, Manzanero & Scott, LLP as Town CPA's for the year 2015.

AYES – 5 Raeder, Murray, Hinkley, Cronk, Hynes

NAYS – 0

On motion of Allen Hinkley second by Edward Raeder the Town Board approved a mileage rate of \$.575/ mile for employees using their own vehicle for Town business for the year 2015.

AYES – 5 Hinkley, Raeder, Cronk, Murray, Hynes

NAYS – 0

On motion of Carol Murray second by Gene Cronk the Town Board approved the payment of \$150 each to the Ralph S. Ives and Earl B. Dudley American Legion Posts for parades for the year 2015 as approved in the budget.

AYES – Murray, Cronk, Hinkley, Raeder, Hynes

NAYS – 0

On motion of Allen Hinkley second by Carol Murray the Town Board approved payment of \$300 rent to the Roxbury Fire District as a polling site for the year 2015 as approved in the budget.

AYES – 4 Hinkley, Murray, Raeder, Cronk, Hynes

NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the payment of \$11,000 to the Roxbury Library for the year 2015 as approved in the budget.

AYES – 5 Cronk, Raeder, Hinkley, Murray, Hynes

NAYS – 0

On motion of Allen Hinkley second by Carol Murray the Town Board approved the payment of \$500 each to Roxbury & Grand Gorge Senior Clubs for the year 2015 as approved in the budget.

AYES – 5 Hinkley, Murray, Raeder, Cronk, Hynes

NAYS - 0

RESOLUTION #16 – DELAWARE COUNTY PLANNING DEPT. AGREEMENT

On motion of Edward Raeder second by Carol Murray the following resolution was offered and adopted:

“RESOLVED, the Town Board approves the agreement with the Delaware County Planning Dept. in the amount of \$3,500 for services in the year 2015.”

AYES-5 Raeder, Murray, Cronk, Hinkley, Hynes

NAYS –0

On motion of Allen Hinkley second by Edward Raeder the Town Board approved the Town Clerk's monthly report for December 2014 in the amount of \$1,128.17 (Town Clerk \$248.17 and Building Permits \$880.00)

AYES – 5 Hinkley, Raeder, Cronk, Murray, Hynes
NAYS – 0

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

AYES – 5 Raeder, Murray, Cronk, Hinkley, Hynes
NAYS – 0

On motion of Carol Murray second by Allen Hinkley the Town Board approved the Assessor's monthly report for December 2014.

AYES – 5 Murray, Hinkley, Cronk, Raeder, Hynes
NAYS – 0

On motion of Edward Raeder second by Allen Hinkley the Town Board approved the HUD Program Funds report for December 2014 showing a balance of \$130,796.

AYES-5 Raeder, Hinkley, Cronk, Murray, Hynes
NAYS-0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the Building Inspector monthly report for December 2014.

AYES-5 Hinkley, Cronk, Raeder, Murray, Hynes
NAYS – 0

On motion of Edward Raeder second by Carol Murray the Town Board approved the monthly water receipts for December 2014 in the following amounts: Denver \$34.10, Grand Gorge \$451.80, Roxbury \$0.

AYES -5 Raeder, Murray, Hinkley, Cronk, Hynes
NAYS - 0

No action was taken on appointing a member to fill the vacancy on the Historic Preservation Commission.

RESOLUTION #17-ROXBURY SEWER CAPITAL RESERVE FUND

On motion of Allen Hinkley second by Gene Cronk the following resolution was offered and adopted:

“WHEREAS, the Roxbury Sewer O&M Budget for the year 2015 was approved by NYCDEP in the amount of \$195,350.00; and

WHEREAS, the household and commercial charges (“Town Charges”) have been determined to be \$37,918.59; and

WHEREAS, based on the formula to be used, NYCDEP's portion has been determined to be \$158,648.33; and

WHEREAS, a balance of \$1,216.92 remains;

NOW, THEREFORE BE IT RESOLVED, per approval by NYCDEP, the Town Board approves to transfer \$1,216.92 from Roxbury Sewer savings and place it in a Capital Reserve account for Roxbury Sewer.”

AYES-5 Hinkley, Cronk, Raeder, Murray, Hynes
NAYS-0

RESOLUTION #18-RESOLUTION BY THE TOWN OF ROXBURY TOWN BOARD IN RELATION TO AGREEMENT FOR MANDATORY CDL DRUG & ALCOHOL TESTING

On motion of Edward Raeder second by Carol Murray the following resolution was offered and adopted:

“Whereas the Federal Highway Administration (FHWA) has adopted and published regulations at 49 C.F.R. Part 382, entitled “Controlled Substances & Alcohol Use and Testing”; and

Whereas these regulations apply to all Public Employees holding CDL licenses and who perform safety sensitive functions; and

Whereas the regulations require the testing of all personnel who are covered; and
 Whereas the regulations allow for Consortiums to be formed by groups of employers to administer the regulations as a single entity; and
 Whereas the County of Delaware has agreed to administer a consortium for all the Towns and Villages in the County.

NOW THEREFORE BE IT RESOLVED that the Town of Roxbury Board approves the Highway Superintendent signing an agreement with the County of Delaware for the mandatory 49 C.F.R. Part 382, "Controlled Substances & Alcohol Use and Testing."

AYES-5 Raeder, Murray, Cronk, Hinkley, Hynes

NAYS-0

No action was taken on the Building Inspector contract for 2015 as the Building Inspector was not present at the meeting.

The following annual year end reports for the year 2014 were distributed to the Town Board: 1) Planning Board training hours; 2) Town Clerk report of receipts/disbursements; 3) Highway Dept. equipment list; 4) Open Building Permit list and 5) Good Neighbor Fund balance.

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

General #1-22	\$20,998.70	Denver Water #1-2	\$1,545.48
Highway #1-9	\$12,834.94	Roxbury Sewer #1-3	\$22,687.87
Roxbury Water #1-2	\$1,741.98	Denver Sewer #1	\$10,532.12
Grand Gorge Water #1-2	\$1,604.90		

AYES-5 Murray, Raeder, Cronk, Hinkley, Hynes

NAYS – 0

RESOLUTION #19 – RESOLUTION TO GO INTO EXECUTIVE SESSION TO NEGOTIATE THE TERMS OF THE ROXBURY HIGHWAY ASSOCIATION COLLECTIVE BARGAINING CONTRACT

On motion of Allen Hinkley second by Carol Murray the following resolution was offered and adopted:

“RESOLVED, the Town Board agrees to enter into Executive Session at 7:56 pm to discuss the terms of the Roxbury Highway Workers Association (RHWA) 2015/2016 collective bargaining contract. Present were: Supervisor Thomas S. Hynes, Councilmen Allen Hinkley, Edward Raeder, Gene Cronk and Carol Murray.

AYES – 5 Hinkley, Murray, Cronk, Hinkley, Hynes

NAYS – 0

The Town Board came out of Executive Session at 8:30 pm and on motion of Allen Hinkley second by Gene Cronk returned to the regular meeting. It was stated as a result of Executive Session, the Personnel Committee is to return to the highway workers to further negotiate the terms of their contract and no action would be taken by the Town Board until receiving a report back from the Personnel Committee.

Supervisor Thomas Hynes and Councilman Gene Cronk met with a representative of Lamont Engineers at the Reeds Hotel property on Main St. Roxbury who will compile a report on a plan and costs for demolition of the buildings for Town Board review.

On motion of Carol Murray second by Edward Raeder the meeting adjourned at 8:35 pm.

THIS IS A TRUE COPY

Diane Pickett, Town Clerk
 Thomas S. Hynes, Supervisor

Gene Cronk, Councilman
Edward Raeder, Councilman
Allen Hinkley, Councilman
Carol Murray, Councilwoman