

## APPROVED MINUTES

January 4, 2016

The Organizational Meeting of the Town Board was held January 4, 2016 at 7:30 pm at the Town Hall. Present: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder, Allen Hinkley and Carol Murray, Hwy. Supt. Neil German, Dpty. Hwy. Supt. William Sprague, Parks Clerk Carolynn Faraci, Building Inspector William Walcutt and 1 resident. Absent: Attorney Kevin Young.

The Minutes of the December 29, 2015 meeting were approved on motion of Gene Cronk second by Carol Murray.

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

NAYS-0

Oaths of Office were executed by the following elected Town Board officers: Supervisor Thomas S. Hynes and Councilman(woman) Edward Raeder and Carol Murray.

Peg Ellsworth stated the community kitchen grant has been awarded where a match is in place and the process will take 2 years to complete, she is applying for bridge repairs, would like to apply for lighting in the park to match the historical lighting erected at Kirkside Adult Home, M-ARK Project has been awarded a Main Street grant and will look into finding eligible businesses in Roxbury and Grand Gorge, will keep the Town Board up to date on the Southern Tier \$500M award and how it can be used in our area, an Upstate Revitalization grant has been applied for businesses, and stated Smart Growth grant funds are only for municipalities within the Catskill Park which the Town of Roxbury is not.

### RESOLUTION #1-LIGHTING AND BRIDGEWORK FOR PARK

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

“RESOLVED, the Town Board authorizes an application be submitted to the O’Connor Foundation for funding towards bridge work and historical lighting in Kirkside Park.”

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

NAYS-0

Councilman Hinkley stated receiving a quote from ZS Security for installing cameras in Kirkside Park in the amount of \$2,912.38. Discussion took place on the need due to recent damage to the dollhouse building. Ellsworth is in favor of the cameras and will apply for funding to help defray the costs. Councilman Cronk requested cameras be installed at the Highway Garage as well.

### RESOLUTION #2-CAMERAS FOR PARK

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

“RESOLVED, the Town Board approves the purchase and installation of a four (4) camera system to be installed in Kirkside Park by ZS Security at a cost of \$2,912.38.”

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

NAYS-0

Supervisor Hynes will meet with Peg Ellsworth to discuss a grant for the Grand Gorge Civic Center roof and new windows.

Hwy. Supt. Neil German stated that trucks have been repaired and are in use, crews have been cutting brush and trees, John K. Bubach has started working on the highway dept. and Neil’s injury has been checked out and is okay. Supervisor Hynes reported receiving complaints on the tree

cutting on New Kingston/Harold Roberts Rd. Supt. German stated it was necessary due to the narrowness of the road for plowing.

Building Inspector William Walcutt had a written monthly report for the Town Board and stated the 2015 permit numbers are about the same as 2014. No action was taken on the open building permit list but Councilman Hinkley stated he and the Building Inspector have discussed the matter but have nothing to bring to the Board at this time.

Supervisor Hynes reported the leak repaired in Grand Gorge appears to have been using approximately 50,000 gal/day and has also stopped water from infiltrating the Tait and Beauty Kreation buildings where the water had been running along the telephone conduit line to those buildings.

The recent water repair in the Denver Water District, due to a rag plugging the line appears not to be from the contractor. Supv. Hynes will speak to the water operator regarding the matter.

Councilman Edward Raeder questioned the status of the Zoll property in Grand Gorge. Several letters have been received from the Davis' regarding the condition of the building. Building Inspector Walcutt had issued a Condemned Structure notice on 12/30/13, stated at the October 2015 meeting that the place had been cleaned up and lawn mowed to his satisfaction, and now feels it is a dangerous building and probably should be taken down. The property is now owned by a bank.

Another issue raised was Councilwoman Murray who questioned whether the Health Officer has visited the Zoll site as she and other neighbors have been having issues with rats, and if the rats are not coming from that house, then what can be done to determine where they are coming from. Supv. Hynes will speak with Attorney Young. It was discussed that possibly the rats were coming from a condemned trailer in the trailer park. Supv. Hynes will contact the Real Estate agent who is listing the property and will contact Dan Sullivan, Health Officer. Walcutt requested the Board have Lamont Engineers inspect the building, like with Reed's Hotel property.

A thank you was received from the Grand Gorge Community Action Group for allowing them the use of the Civic Center Gym for their Christmas Party and support of their projects.

An email was received from Cherie Serrie requesting the property owned by Lila Conro in Grand Gorge be removed from the Hamlet Designation that is under review this year by the Town Board.

### RESOLUTION #3-APPOINTMENTS & COMMITTEES

On motion of Gene Cronk second by Carol Murray the Town Board approved the following appointments:

Budget Officer	Carolynn Faraci	1/1/16-12/31/16
Parks Clerk	Carolynn Faraci	1/1/16-12/31/16
Assessor Clerk	Stephanie Seminara	1/1/16-12/31/16
Justice Clerk	Sandra Rockwell	1/1/16-12/31/16
Town Historian	Anthony Liberatore	1/1/16-12/31/16
Constable	Stephen Williamson	1/1/16-12/31/16
Dog Control Officer	Verna Dietrich	1/1/16-12/31/16
Town Attorney	Kevin Young	1/1/16-12/31/16
Water Clerk - 3 dists	Diane Pickett	1/1/16-12/31/16
Denver Sewer Clerk	Diane Pickett	1/1/16-12/31/16
Roxbury Sewer Clerk	Diane Pickett	1/1/16-12/31/16
Health Officer	Daniel Sullivan	1/1/16-12/31/16
School Crossing Guard	Kathryn Clark	1/1/16-12/31/16

CRC Representative	Joseph Farleigh	1/1/16-12/31/16
Planning Board Secretary	Jill Ribich	1/1/16-12/31/16
Registrar of Vital Stats	Diane Pickett	1/1/16-12/31/19
Dpty. Registrar of Vital Stats	Carolynn Faraci	1/1/16-12/31/19

**Committees**

Highway	Ed Raeder & Gene Cronk	1/1/16-12/31/16
Water	Carol Murray & Gene Cronk	1/1/16-12/31/16
Personnel	Carol Murray & Allen Hinkley	1/1/16-12/31/16
Building & Grounds	Edward Raeder & Thomas Hynes	1/1/16-12/31/16
Kirkside Park	Allen Hinkley & Edward Raeder	1/1/16-12/31/16

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

On motion of Carol Murray second by Gene Cronk the Town Board approved the Town Supervisor’s appointment of Edward Raeder as Deputy Supervisor for the term 1/1/16-12/31/16.  
 AYES – 5 Cronk, Murray, Hinkley, Hynes

NAYS – 0  
 ABSTAIN-1 Raeder

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 1/1/16-12/31/16.

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

On motion of Allen Hinkley second by Edward Raeder the Town Board approved the Highway Supt.’s appointment of William Sprague as Deputy Hwy. Supt. for the term 1/1/16-12/31/16.

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

On motion of Edward Raeder second by Gene Cronk the Town Board approved the Town Clerk’s appointment of Carolynn J. Faraci as Deputy Town Clerk #1 for the term 1/1/16-12/31/16.

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

RESOLUTION #4 OFFICIAL UNDERTAKING

On motion of Allen Hinkley second by Gene Cronk 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 2016”

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

RESOLUTION #5– TOWN BOARD MEETING SCHEDULE

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

“RESOLVED the Town Board for the year 2016 will meet the second Monday of each month for their Regular Monthly Meeting, except for January when they shall meet January 4, 2016 and except for November when they shall meet on Thursday November 10, 2016. 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 Raeder, Murray, Cronk, Hinkley, Hynes  
NAYS – 0

RESOLUTION #6– PLANNING BOARD MEETING SCHEDULE

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

“RESOLVED the Planning Board for the year 2016 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 Murray, Raeder, Cronk, Hinkley, Hynes  
NAYS – 0

RESOLUTION #7– HISTORIC COMMISSION MEETING SCHEDULE

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

“RESOLVED the Historic Preservation Commission for the year 2016 will hold meetings the third Saturdays of January, April, July and October at 10:00 am at the Town Hall for their Regular Monthly Meeting.”

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

RESOLUTION #8- PROCUREMENT POLICY

On motion of Carol Murray second by Allen Hinkley 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 2016.”

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

RESOLUTION #9 – INVESTMENT 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 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 2016.”

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

RESOLUTION #10- SEXUAL HARASSMENT POLICY

On motion of Gene Cronk second by Carol Murray 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 2016.”

AYES – 5 Cronk, Murray, Raeder, Hinkley, 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 2016.”

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

NAYS – 0

#### RESOLUTION #12-LOCAL PRIVACY NOTIFICATION POLICY

On motion of Allen Hinkley 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 2016.”

AYES – 5 Hinkley, Murray, Cronk, Raeder, 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 2016.”

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

NAYS – 0

#### RESOLUTION #14-WORKPLACE VIOLENCE PREVENTION 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 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 2016; 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 Murray, Raeder, Cronk, Hinkley, 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 2016.”

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.

#### RESOLUTION #16-BUILDING INSPECTOR/CEO AGREEMENT

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

“WHEREAS, the Town Board has reviewed the current Building Inspector/CEO agreement with William Walcutt and finds no changes are needed;  
NOW, THEREFOR BE IT RESOLVED, the Town Board approves use of the current Building Inspector/CEO agreement for the year 2016.”

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

NAYS-0

On motion of Carol Murray second by Allen Hinkley the Town Board designates the Town Supervisor and Deputy Supervisor as official check signers for the year 2016.

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

NAYS – 0

On motion of Edward Raeder second by Allen Hinkley the Town Board approved Atlantic-Inland of Cortland as Fire Inspector for commercial buildings for the year 2016.

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

NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved Catskill Mountain News official newspaper for Town business for the year 2016.

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

NAYS – 0

On motion of Carol Murray second by Allen Hinkley the Town Board approved NBT Bank N.A. and National Bank of Delaware County for Town business for the year 2016.

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

NAYS – 0

On motion of Allen Hinkley second by Edward Raeder the Town Board approved Mostert, Manzanero & Scott, LLP as Town CPA's for the year 2016.

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

NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved a mileage rate of \$.54/ mile for employees using their own vehicle for Town business for the year 2016.

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 \$15,000 to the Roxbury Library for the year 2016 as approved in the budget.

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

NAYS – 0

On motion of Gene Cronk second by Edward Raeder 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 2016 as approved in the budget.

AYES – Cronk, Raeder, Hinkley, Murray, Hynes

NAYS – 0

On motion of Carol Murray second by Edward Raeder the Town Board approved payment of \$300 rent to the Roxbury Fire District as a polling site for the year 2016 as approved in the budget.

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

NAYS – 0

On motion of Gene Cronk second by Allen Hinkley the Town Board approved the payment of \$500 each to Roxbury & Grand Gorge Senior Clubs for the year 2016 as approved in the budget.

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

NAYS - 0

RESOLUTION #17 – 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 2016.”

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

NAYS –0

On motion of Gene Cronk second by Allen Hinkley the Town Board approved the Town Clerk’s monthly report for December 2015 in the amount of \$1,573.91 (Town Clerk \$1,348.91 and Building Permits \$225.00)

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

NAYS – 0

On motion of Carol Murray second by Edward Raeder the Town Board approved the Supervisor’s monthly report for November 2015.

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

NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the Assessor’s monthly report for December 2015.

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

NAYS – 0

On motion of Gene Cronk second by Allen Hinkley the Town Board approved the Building Inspector monthly report for December 2015.

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

NAYS –0

On motion of Edward Raeder second by Carol Murray the Town Board approved the monthly water receipts for December 2015 in the following amounts: Denver \$35.00, Grand Gorge \$121.42, Roxbury \$255.81.

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

NAYS - 0

RESOLUTION #18-HIRE SCHUMAN & SHULTIS FOR SEASONAL HIGHWAY WORK

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

“WHEREAS, the Highway Dept. is short two men, one due an injury and one vacancy not being filled; and

WHEREAS, help may be needed on a part-time/seasonal basis for plowing, etc.; and

WHEREAS, Stephen Schuman and Larry Shultis retired from the Town in 2015;

NOW, THEREFORE BE IT RESOLVED, the Town Board approves the hiring of Stephen

Schuman and Larry Shultis on a part-time/seasonal basis as needed by the Highway Supt.; and

BE IT FURTHER RESOLVED, said hiring shall be retroactive to December 29, 2015 as Heavy Equipment Operators (HEO) at a pay rate of \$20.25/hr.”

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

NAYS-0

No action was taken on filling the vacancy on the Historic Preservation Commission.

RESOLUTION #19-ROXBURY SEWER CAPITAL RESERVE FUND

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

“WHEREAS, the Roxbury Sewer O&M Budget for the year 2016 was approved by NYCDEP in the amount of \$197,962.00; and

WHEREAS, the household and commercial charges (“Town Charges”) have been determined to be \$41,077.69; and

WHEREAS, based on the formula to be used, NYCDEP’s portion has been determined to be \$161,275.00;and

WHEREAS, a balance of \$4,390.69 remains;

NOW, THEREFORE BE IT RESOLVED, per approval by NYCDEP, the Town Board approves the transfer of \$4,390.69 from Roxbury Sewer savings and place it in the Roxbury Sewer Capital Reserve Account.”

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

NAYS-0

RESOLUTION #20-APPOINT ZORDA PLANNING BOARD CHAIRMAN

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

“WHEREAS, Wheldon (Joseph) Farleigh no longer wishes to be Chairman of the Town Planning Board; and

WHEREAS, Farleigh intends to remain on the Town Planning Board as a member; and

WHEREAS, the Town Planning Board requests that Phillip Zorda be appointed as Chairman;

NOW, THEREFORE, BE IT RESOLVED the Town Board, on recommendation of the Town Planning Board, appoints Philip Zorda as Chairman of the Town Planning Board effective immediately.”

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

NAYS-0

The annual report of Town Planning Board training hours as of 12/31/15 was distributed to the Town Board. Planning Board members are required to obtain four (4) credit hours of training each year to remain on the Board.

The annual Town Clerk report of receipts and disbursements for the year 2015 was distributed to the Town Board.

The annual list of Highway Equipment was distributed to the Town Board.

The annual report of Good Neighbor Funds was distributed to the Town Board showing a 12/31/15 balance of \$289,155.79.

No action was taken on revising the Grand Gorge/Roxbury Water District bylaws.

Supervisor Hynes stated the new Tax Collector has begun using the new computer system for Tax Collection.

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

General #1-23	\$27,050.45	Denver Water #1-4	\$5,517.27
Highway #1-2	\$219.91	Roxbury Sewer #1-4	\$17,745.96

Roxbury Water #1-3	\$4,720.37	Denver Sewer #1-2	\$309.84
Grand Gorge Water #1-4	\$6,061.35	Cap Proj –GEIS #1	\$771.40

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

Discussion took place on the recent water repairs. The leak repaired in front of Shawn Smith’s building in Grand Gorge was on the service line, therefore being the responsibility of the owner.

RESOLUTION #21-WATER REPAIR TO BE CHARGED TO OWNER

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

“WHEREAS, water leaks were detected and repaired on the water service lines owned by Shawn Smith in Grand Gorge and Cheryl McGinnis in Roxbury; and

WHEREAS, said repairs are the responsibility of the homeowner; and

WHEREAS, the Water Districts contracted with Cowan Excavating LLC to make said emergency repairs; and

WHEREAS, the Water Districts have paid Cowan Excavating LLC invoices for said repairs in the amount of \$4,315.00 for Smith and \$983.00 for McGinnis; and

WHEREAS, additional landscaping will be required in the spring on both repairs;

NOW, THEREFORE BE IT RESOLVED the Town Board directs the Water Clerk to notify Shawn Smith and Cheryl McGinnis, in writing, of this matter whereby the Town Board requires payment from the owners to the respective Water Districts in the amount of \$4,315.00 from Smith \$983.00 from McGinnis and including any additional cost for spring work when an invoice is received from the contractor; and

BE IT FURTHER RESOLVED said payments of \$4,315.00 and \$983.00 must be received before March 1, 2016 or the amount will be placed on the Town/County tax bills for January 2017 and the spring work invoice will be due within 30 days after notification or will be placed on the January 2017 tax bill.”

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

On motion of Edward Raeder second by Carol Murray the meeting adjourned at 8:43 pm.

THIS IS A TRUE COPY

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