

## APPROVED MINUTES

July 11, 2016

A Public Hearing and regular meeting of the Town Board were held July 11, 2016 at 7:15 pm at the Town Hall. Present were: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder, Allen Hinkley and Carol Murray, Highway Supt. Neil German, Assessor Robert Breglio, Parks Clerk Carolynn Faraci, Attorney Kevin Young and 2 residents.

The Public Hearing was called to order at 7:15 pm. The notice was read calling for the hearing regarding a proposed grant application to NYS Homes & Community Renewal under a Community Development Block Grant Program for repairs and renovation work at the Grand Gorge Civic Center. Margaret Ellsworth discussed the project which includes windows, repairing the roof over the cafeteria, reconstruction of the main entrance to make it more energy efficient and accessibility issues. No comments were heard from the public for or against the project.

The Public Hearing closed at 7:26 pm.

The regular meeting was called to order at 7:30 pm. Two additional residents arrived.

The Minutes of the June 13, 2016 meeting were approved on motion of Allen Hinkley second by Carol Murray.

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

NAYS-0

Joseph Resch thanked the Town Board spreading new mulch on the Civic Center playground and expressed concerns with kids are using lighters to burn the insides of the playground equipment, issues with full garbage cans at the playground, kids using the gym are leaving it a mess, requested the swings be lowered, reported the fence at the ball field requires fixing and requested signs be posted as a Smoke Free / Drug Free zone. The Board will have the Constable check the ball field more often and will look into the other matters discussed.

Assessor Robert Breglio gave a written report to the Town Board and reported the following items: the 2016 Final Assessment Roll was filed with the Town Clerk on July 1, the rescheduled Grievance Day was held June 16<sup>th</sup> where only a few applications were received, the Board of Assessment Review (BAR) was made up of County personnel including the Board of Supervisor's Chairman, the Board of Supervisor's Clerk and the Treasurer as the Town's Board of Assessment Review did not have a quorum due to illness and vacation, the Assessor had given the BAR write-ups on all applications and, except for one, reductions were given to all, stated the notice for 2017 Grievance Day will include Grievance Day and adjourned hearing dates and requested the Town Board consider going to a 5 person BAR in the future to avoid what happened this year. Mr. Breglio also discussed concerns with the new STAR Check program.

Highway Supt. Neil German stated crews have been stoning & oiling, mowing, readying roads for work, stated the cameras at the garage have been installed, stated the blacktop driveway at the garage will need to be sealed next year and an employee is out on medical leave. Councilman Hinkley requested repairs be looked into on the Kirkside Park driveway.

Parks Clerk Carolynn Faraci stated the summer youth crew has begun work in the park, she may be getting 2 more kids for the youth program, 100 boy scouts will be using the park for a picnic this week on their way through Roxbury and she may be refunding a park renter for non-use due to extenuating circumstances.

Supv. Hynes stated a sewer line break was repaired in the Denver Sewer District and warned of a

high cost of repair due to having to trace the line out slowly as the lines were laid out strangely and care had to be taken with electric and phone lines. No maps were available showing where lines were.

Shawn Smith, who incurred a large water line service break earlier this year that the Grand Gorge Water District had repaired and paid for, requested to be able to make payments over the next couple of years instead of by November 1, 2016. The Board did not change the requirement of being paid by November 1, 2016 and any balance will be placed on the taxes.

A letter was received from William & Patricia Davis regarding a water bill they received for property that they purchased from Fannie Mae. The Town Board discussed the matter and the Town Attorney will further look into the matter and will respond to the Davis's.

On motion of Allen Hinkley second by Carol Murray the Town Board approved the Town Clerk's monthly report for June 2016 in the amount of \$1,922.00 (Town Clerk \$757.00 and Building Permits \$1,165.00)

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

NAYS-0

On motion of Edward Raeder second by Gene Cronk the Town Board approved the Supervisor's monthly report for May 2016.

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

NAYS-0

On motion of Allen Hinkley second by Carol Murray the Town Board approved the Assessor's monthly report for June 2016.

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

NAYS-0

On motion of Gene Cronk second by Carol Murray the Town Board approved the Building Inspector's monthly report for June 2016.

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

NAYS-0

On motion of Allen Hinkley second by Edward Raeder the Town Board approved the monthly water receipts report for June 2016 in the following amounts: Denver \$225.72; Grand Gorge \$167.17 and Roxbury \$266.64.

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

NAYS-0

On motion of Carol Murray second by Edward Raeder the Town Board approved the Justice Court monthly report for May 2016 in the amount of \$3,316.00.

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

NAYS-0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the Tax Collector's revised monthly report for April 2016.

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

NAYS-0

No final report was received from the Tax Collector.

On motion of Edward Raeder second by Allen Hinkley the Town Board approved the annual Good Neighbor Fund report filed with NYCDEP, for the period 7/1/15-6/30/16, and reflects a balance of

\$242,082.95.

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

NAYS-0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the following records to be destroyed per NYS MU-1 Retention and Disposition guidelines:

<u>SARA #</u>	<u>Description of Record</u>	<u>Dates</u>	<u>SARA Yrs.</u>
12.186	Summary Voter Master List	2005-2012	0 after superseded or obsolete
23.634a	Handicap Parking Permits (expired)	2009-2011	3 yrs after expiration
39.782a	UFPO Notices	2010-2011	4 years
17.282	Receipt books	2005-2008	6 years
4.248	Check register	2005-2008	6 years after last entry
1.275	Unifirst Bills (paid)	2008-2009	6 years
2.264	Voided checks (all funds)	2009	6 years
6.167a	Monthly dog license report	2009	6 years
22.22	Monthly marriage license report	2009	6 years
1.162b	Dog license monthly renewal list	2010-2011	0 after superseded or obsolete
2.163	Dog licenses - new and renewal	2010-2011	3 years after expiration
4.409a	FOIL - when request was granted	2013-2014	6 months
4.409c	FOIL - no record certification	2013-2014	6 months
4.165	Lost dog tag application	2010-2011	1 year
7.319a	NYSDEC daily sales report	2008-2009	6 years
7.319a	NYSDEC monthly report of sales	2008-2009	6 years
1.275	Voucher & Invoice	2009	6 years
1.263	Bank statements (all accounts)	2009	6 years
1.283	Town Clerk monthly report	2009	6 years
6.167a	Dog license monthly report	2009	6 years
10.254	Bookkeeper trial balance sheets (all funds)	2009	6 years
4.248	Bank account transfers (all accounts)	2009	6 years after last entry
7.269	Bank deposits slips (all accounts)	2009	6 years
5.267	Bank deposit books (various accounts)	2009	6 years
17.282	Town Clerk cash receipt/deposit book	2009	6 years
4.248	Town Clerk check register book	2009	6 years
3.247	Journal entries	2009	6 years
1.283	Monthly report of water receipts (3 water districts)	2008-2009	6 years
12.256b	Monthly meter reads (Denver Water)	1998-2009	6 years
1.283	Monthly report of water receipts (GG Water)	1989-1993	6 years

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

NAYS-0

Attorney Young discussed SEQRA review required for the CDBG application for the Grand Gorge Civic Center.

RESOLUTION #55-CIVIC CENTER CDBG APPLICATION NEG DEC

“WHEREAS, the Town Board of the Town of Roxbury desires to make general repairs and renovations to the Grand Gorge Civic Center, including in-kind replacement of windows, roof repair, and redevelopment of entrance to improve accessibility (“Action”); and

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

WHEREAS, the Town Board considered an Environmental Assessment Form (“EAF”), carefully

considered the criteria set forth in 6 NYCRR 617.7; and WHEREAS, the Town Board has considered all the questions in Parts 1 and 2 of the EAF, and has determined that the EAF identified and addressed all areas of concern and none of the potential environmental impacts associated with the proposed Action are significant.

NOW, THEREFORE, BE IT RESOLVED, that based upon the Town Board's review of the EAF and evaluation of the criteria for determining significance found at 6 NYCRR Part 617.7, the Town Board hereby finds that the Action will not have a significant impact on the environment; and

BE IT FURTHER RESOLVED, that this determination of significance shall be considered a Negative Declaration made pursuant to Article 8 of the Environmental Conservation Law, and the Town hereby determines that the requirements of the SEQRA regulations, 6 NYCRR § 617.7, have been met; and it is

FURTHER RESOLVED, that the Town Board hereby determines that the Action will not result in significant adverse environmental effects and that no environmental impact statement or further SEQRA consideration is required; and it is

WHEREUPON, this Resolution was declared adopted by the Town Board of the Town of Roxbury: Town Board Member Allen Hinkley so moved; Town Board Member Gene Cronk Seconded, and the Town Board voted as follows:

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

NAYS-0

An inspection was conducted by NYS Ag & Markets on the Heart of the Catskills Humane Society building in June 2014. The inspection report was distributed to the Town Board and no problems were found.

The Transfer Station will be closed Wednesday July 13<sup>th</sup> to undergo repairs. Notices have been posted at the Station and advertised in the paper.

Attorney Young discussed the status Grand Gorge Tire's request for sewer hookup where we are now trying to get CWC to pick up 100% of the cost.

An annual audit has been conducted by the CPA's for the year 2015 and no problems were found. A final copy of the audit will be on file at the Town Clerk's Office when received.

On motion of Gene Cronk second by Allen Hinkley the bills were audited and ordered paid in the following amounts:

General #301-354	\$79,526.75	Roxbury Sewer #45-51	\$8,967.85
Highway #144-165	\$75,627.70	Denver Sewer #48-62	\$33,967.95
Roxbury Water #47-56	\$4,778.47	Special Lights #10-11	\$2,087.76
Grand Gorge Water #46-54	\$5,007.29	Capital Projects:	
Denver Water #42-47	\$1,620.08	GEIS Project #13	\$1,560.00

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

NAYS-0

The School Crossing Guard has turned in her equipment but the Town awaits a formal resignation letter.

Attorney Young discussed new federal laws regarding handicapped accessibility of all municipal owned buildings.

A reminder was given the August 8, 2016 Town Board meeting will be held at the Grand Gorge Civic Center at 7:30 pm.

On motion of Gene Cronk second by Allen Hinkley the meeting adjourned at 8:48 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