

The Organizational Meeting of the Town Board was held January 3, 2011 at 7:30 pm at the Town Hall. Present: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder, Allen Hinkley and Stephen Walker, Hwy. Supt. Stephen Schuman, Assessor Kimberly Cammer, Building Inspector William Walcutt, Attorney Kevin Young and 3 residents.

On motion of Edward Reader second by Gene Cronk the Minutes of the December meetings were approved.

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

NAYS - 0

RESOLUTION #1 - TOWN BOARD MEETING SCHEDULE

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

"RESOLVED the Town Board for the year 2011 will meet the second Monday of each month for their Regular Monthly Meeting, except for January when they shall meet January 3, 2011 and except for November when they shall meet on November 10, 2011. 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 Hinkley, Cronk, Raeder, Walker, Hynes

NAYS - 0

RESOLUTION #2 - PLANNING BOARD MEETING SCHEDULE

On motion of Edward Raeder second by Stephen Walker the following resolution was offered and adopted"

"RESOLVED the Planning Board for the year 2011 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 Raeder, Walker, Cronk, Hinkley, Hynes

NAYS - 0

RESOLUTION #3 - HISTORIC COMMISSION MEETING SCHEDULE

On motion of Stephen Walker second by Allen Hinkley the following resolution was offered and adopted:

"RESOLVED the Historic Preservation Commission for the year 2011 will hold meetings the third Mondays of the month at 7:00 pm at the Town Hall for their Regular Monthly Meeting."

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

NAYS - 0

RESOLUTION #4 - PROCUREMENT POLICY

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

"WHEREAS, Section 104-b of the General Municipal Law (GML) require every local governing body to adopt internal policies and procedures governing all procurement of goods and services subject to the bidding requirements of GML, Section 103 or any other law; and

WHEREAS, comments have been solicited from those officers of the Town of Roxbury involved with procurement;

NOW THEREFORE, BE IT RESOLVED, that the Town of Roxbury does hereby adopt the following procurement policies and procedures;

Guideline 1. All purchases of supplies or equipment which will exceed \$10,000 in the fiscal year or public works contracts over \$20,000 shall be formerly bid pursuant to GML, Section 103.

Guideline 2. All estimated purchases of:

A. Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written/fax quotes from two (2) vendors.

B. Less than \$3,000 but greater than \$1,000 requires an oral request for the goods and oral/fax quotes from two (2) vendors.

C. Less than \$1,000 but greater than zero are left to the discretion of the Purchaser.

Guideline 3. All estimated public works contracts of:

A. Less than \$20,000 but greater than \$3,000 requires a written RFP and fax/proposals from two (2) contractors.

B. Less than \$3,000 but greater than zero are left to the discretion of the Purchaser.

Guideline 4. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/ fax/ oral quotes have been requested and the written/ fax /oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 5. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town of Roxbury and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 6. A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement. The Town Board reserves the right to waive the requirement of more than one proposal provided the Town Board determines that a reasonable effort was made to obtain more than one proposal and that the proposal received is fair and reasonable.

Guideline 7. Except when directed by the Town Board of the Town of Roxbury, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased from agencies for the blind or severely handicapped;
- e. Goods purchased from correctional facilities;
- f. Goods purchased from another governmental agency;

- g. Goods purchased at auction;
- h. Goods purchased for less than \$350;
- i. Public works contracts for less than \$500.

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

NAYS - 0

On motion of Edward Raeder second by Stephen Walker the Town Board adopted an
Investment

Policy for Town funds for the year 2011.

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

NAYS - 0

RESOLUTION #5 - APPOINTMENTS AND COMMITTEES

On motion of Stephen Walker second by Allen Hinkley the following resolution was offered
and

adopted:

RESOLVED the Town Board approves the following appointments and committees:

POSITION	NAME	TERM
Budget Officer	Diane Pickett	1/1/11-12/31/11
Assessor Clerk	Stephanie Seminara	1/1/11-12/31/11
Justice Clerk	Michelle Massell	1/1/11-12/31/11
Town Historian	Anthony Liberatore	1/1/11-12/31/11
Constable	Stephen Williamson	1/1/11-12/31/11
Dog Control Officer	Verna Dietrich	1/1/11-12/31/11
Building Inspector - CEO	William Walcutt	1/1/11-12/31/11
Deputy Building Inspector - CEO	William Fane	1/1/11-12/31/11
Attorney for the Town	Kevin Young	1/1/11-12/31/11
Water Clerk - 3 water districts	Diane Pickett	1/1/11-12/31/11
Health Officer	Daniel Sullivan	1/1/11-12/31/11
School Crossing Guard	Sarah Cronk	1/1/11-12/31/11
CRC Representative	Joseph Farleigh	1/1/11-12/31/11

COMMITTEES

Highway	Stephen Walker & Gene Cronk	1/1/11-12/31/11
Water	Edward Raeder & Gene Cronk	1/1/11-12/31/11
Personnel	Edward Raeder & Allen Hinkley	1/1/11-12/31/11
Building & Grounds	Stephen Walker & Allen Hinkley	1/1/11-12/31/11
Civic Center	Edward Raeder & Thomas Hynes	1/1/11-12/31/11
Kirkside Park	Allen Hinkley & Stephen Walker	1/1/11-12/31/11

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

NAYS - 0

RESOLUTION #6- OFFICIAL UNDERTAKING

On motion of Edward Raeder second by Stephen Walker the following resolution was offered and approved:

"RESOLVED the Town Board approves the Official Undertaking of 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 2011"

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

NAYS - 0

The Town Supervisor appoints Carolynn J. Faraci as Supervisor Bookkeeper for the term 1/1/11-12/31/11.

The Town Supervisor appoints Edward Raeder as Deputy Supervisor for the term 1/1/11-12/31/11.

The Highway Supt. appoints William Sprague as Deputy Hwy. Supt. for the term 1/1/11-12/31/11.

The Town Clerk appoints Carolynn J. Faraci as Deputy Town Clerk #1 for the term 1/1/11-12/31/11.

On motion of Gene Cronk second by Allen Hinkley the Town Board designates the Town Supervisor and Deputy Supervisor as official check signers for the year 2011.

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

NAYS - 0

On motion of Edward Raeder second by Stephen Walker the Town Board approves the services of Atlantic-Inland as Fire Inspector for the year 2011.

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

NAYS - 0

On motion of Allen Hinkley second by Edward Raeder the Town approved the Catskill Mountain News as the legal newspaper for the year 2011.

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

NAYS - 0

On motion of Edward Raeder second by Gene Cronk the Town Board approved NBT Bank N.A. and the National Bank of Delaware County for banking for the year 2011.

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

NAYS - 0

On motion of Stephen Walker second by Edward Raeder the Town Board approved the services of Sickler, Torchia, Allen & Churchill, CPA, PC as accountant/auditors of Town accounts for the year 2011.

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

NAYS - 0

On motion of Allen Hinkley second by Edward Raeder the Town Board approved LVDV Operations Inc. as water/sewer operator for the year 2011.

AYES - Hinkley, Raeder, Cronk, Walker, Hynes

NAYS - 0

On motion of Edward Raeder second buy Allen Hinkley the Town Board approved a mileage rate of \$.51/mile for employees using their own vehicle for Town business for the year 2011.

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

NAYS - 0

On motion of Stephen Walker 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 2011.

AYES - Walker, Raeder, Cronk, Hinkley, Hynes

NAYS - 0

On motion of Edward Raeder second by Stephen Walker the Town Board approved payment of \$300 to the Roxbury Fire District as a polling site for the year 2011.

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

NAYS - 0

On motion of Stephen Walker second by Allen Hinkley the Town Board approved the contract and payment of \$3,500 to Delaware County Planning Dept. for services in the year 2011.

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

NAYS - 0

RESOLUTION #7 - EXPENDITURE OF HIGHWAY FUNDS

On motion of Gene Cronk second by Stephen Walker the following resolution was offered and approved:

"RESOLVED that pursuant to the provisions of Section 284 of the Highway Law the Town Board agrees that moneys levied and collected in the Town for the repair and improvement of highways in the amount of \$735,000, and received from the State for State Aid for the repair and improvement of highways shall be set aside and expended for repairs upon 112 miles of town highways including sluices, culverts and bridges having a span of less than 5 feet in length."

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

NAYS - 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the payment of \$500 each to the Roxbury Sr. Citizen Club and the Grand Gorge Sr. Social Club for the year 2011.

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

NAYS - 0

On motion of Stephen Walker second by Allen Hinkley the Town Board approved the payment of \$11,000 to the Roxbury Library for the year 2011.

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

NAYS - 0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the Town Clerk's Monthly Report for December 2010 in the amount of \$1,144.16 (Town Clerk \$244.16 and Building Permits \$900.00)

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

NAYS - 0

On motion of Edward Raeder second by Allen Hinkley the Town Board approved the Supervisor's Report for December 2010.

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

NAYS - 0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the transfer of \$8,044 from General Fund to Capital Projects to cover radio costs on abstract #1-2011. Said costs shall be reimbursed to General Fund upon receipt of grant funds.

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

NAYS - 0

The Town Clerk's annual report of Planning Board training was distributed to the Town Board.

Highway Supt. Stephen Schuman stated that the speed sign will be erected on Sally's Alley this week and discussed the truck repairs. Atty. Young offered to send a letter to the vendor regarding the matter.

On motion of Gene Cronk second by Stephen Walker the Town Attorney was directed to send written correspondence to Cummins Motors stating the Town's disagreement with findings on warranty coverage for the truck down with engine repairs.

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

NAYS - 0

Building Inspector William Walcutt stated that Jane Madore installed her sewer lateral in the Grand Gorge sewer extension district this month.

Discussion took place on the draft Building Inspector guidelines. Notice of the Site Plan Law will be added to the Building Permit application. Adoption of the guidelines was tabled until a later date.

Assessor Kimberly Cammer stated that the Basic Star now has an income cap at \$500,000 and discussed the State procedure for review of the same, stated that there were 31 building sales and 17 land sales (including 5 land sales to NYCDEP), and stated that the tentative EQ Rate is at 28.42%.

Karina Walker of the Historic Commission requested to stagger the terms of the 5 member commission, requested re-appointment of Robert Cucinotta and Douglas Kadow to their expired Historic Commission terms and requested new appointment of William Allison for the expired term of Michael Mathis, stated that the new website is up and running and requested the Board and departments to review info on the site if changes/additions are needed, discussed the new business site.

On motion of Stephen Walker second by Allen Hinkley the Town Board approves the re-appointment of Robert Cucinotta and Douglas Kadow to the Historic Commission for the term 1/1/11-12/31/14 and approves new appointment of William Allison for the term 1/1/11-12/31/14.

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

NAYS - 0

RESOLUTION #8 - PUBLIC HEARING PROPOSED LOCAL LAW #1-2011 HISTORIC PRESERVATION COMMISSION CHANGES

On motion of Stephen Walker second by Allen Hinkley the following resolution was offered and adopted:

"WHEREAS, the Town Board of the Town of Roxbury, New York (the "Town"), deems it necessary to amend the Historic Preservation Law to reduce the Historic Preservation Commission membership terms from four (4) years to three (3) years and to reduce the Commission membership from seven (7) to five (5) members.

NOW, THEREFORE, BE IT RESOLVED, that said Town Board shall meet at the Town Hall, 53690 State Highway 30, Roxbury, New York, on February 14, 2011, at 7:00 pm to hear all persons interested in the matter of the adoption of the amendment to Local Law #1 of 2009, and be it

FURTHER RESOLVED, that the Town Clerk is hereby authorized and directed to publish notice of said hearing in the Catskill Mountain News the official newspaper of the Town, and to post copies of such notice in the manner provided by law."

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

NAYS - 0

Discussion took place on revising the Comp Plan. Attorney Young and Peg Ellsworth will meet with the contractor to discuss the work.

Atty. Young has reviewed the current Ethics codes on file and finds that the law from 1970 and the Employee handbook are adequate per current requirements and recommends no changes. Article 8 law will be posted in all workplaces. Discussion also took place on conflict of interest.

On motion of Gene Cronk second by Edward Raeder the Town Board, Attorney and Assessor went into Executive Session at 9:02 pm to discuss a legal matter. The Board returned to the regular meeting at 9:25 pm where it was stated that no decision was made as a result of Executive Session.

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

General #1-16	\$10,279.30	Denver Sewer #1	\$87.84
Highway #1-6	\$2,127.48	Special Lights #1	27.48
Roxbury Water #1-3	\$1,741.14	Capital Projects:	
Grand Gorge Water #1-3	\$3,055.09	Hubbell Corn Sewer #1-2	\$1,353.00
Roxbury Sewer #1-2	\$16,199.53	GIGP Water Proj #3	\$1,669.00
		Radio Station #4	\$8,044.00

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

NAYS - 0

On motion of Gene Cronk second by Edward Raeder the meeting adjourned at 9:30 pm.

THIS IS A TRUE COPY

Diane Pickett, Town Clerk
Thomas S, Hynes, Supervisor
Gene Cronk, Councilman
Edward Raeder, Councilman
Allen Hinkley, Councilman
Stephen Walker, Councilman