APPROVED MINUTES

March 11, 2013

A Public Hearing and regular meeting of the Town Board were held March 11, 2013 beginning at 7:00 pm at the Town Hall. Present were: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder, Allen Hinkley and Carol Murray, Hwy. Supt. Stephen Schuman, Building Inspector William Walcutt, Atty. Kevin Young and 8 residents.

The Public Hearing on the draft Comprehensive Plan Update was called to order at 7:00 pm. The notice calling for the hearing was read. Nan Stolzenburg was present to discuss the Plan, how the information was compiled and how the Plan can be used in the future with grants, etc. Kevin Young questioned conservation subdivisions and what could make Roxbury more sustainable. Stolzenburg explained the conservation subdivision and discussed economic development for sustainability. No comments were heard in favor of or against the proposed Plan.

The Hearing closed at 7:28pm.

The regular meeting of the Town Board was called to order at 7:30 pm.

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the February 11, 2013 minutes.

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

Michael Jastremski and Duncan Martin of the Delaware County Planning Dept. conducted an in depth presentation on the new flood maps and the flood insurance program that also ties in with the County's Hazard Mitigation Plan. Newer maps will be coming out soon that has more detailed delineated areas based on more specific studies.

Evelyn Irwin expressed concerns with the Town still having ownership of the Radio Station. It was explained the Town still holds the license which is in the process of being turned over, the radio station pays its own bills so there is no costs to the Town and WIOX is working with WSKG to share programs.

Peg Ellsworth requested resolutions designating the Supervisor as the certifying officer and appointing a review committee for the CDBG housing grant, stated there is still money available through the M-ARK Project for rental rehab and discussed the NYSDOT sidewalks grant where Atty. Young will put together a letter to DOT requesting an extension of time to gather materials. The Supervisor will contact the review committee on the previous HUD program to see if they would like to serve again.

Highway Supt. Stephen Schuman discussed work by crews, requested a bid opening on the roller sale for April 8 at 2:00 pm, discussed the proposal from Hinkley Electric to replace the remaining lights at the highway garage under an energy program and requested the Board approve the two lowest bidders on the material hauling bid.

RESOLUTION #19 – HIGHWAY GARAGE LIGHTS

On motion of Gene Cronk second by Allen Hinkley the following resolution was offered and adopted: "WHEREAS, the Town Board desires to replace the remaining 26 metal halide fixtures with 4' T-5 HO 4 bulb fluorescent fixtures and bulbs: and

WHEREAS, Hinkley Electric has submitted a proposal to do the aforementioned work for a cost of \$7410.00; and

WHEREAS, the Town has been approved for light replacement through a NYSEG energy rebate program in the amount of \$1,910.00;

NOW, THEREFORE BE IT RESOLVED the Town Board approves the proposal of Hinkley Electric in the amount of \$7,410.00."

AYES - Cronk, Hinkley, Raeder, Murray, Hynes

NAYS - 0

Sealed bids for highway material hauling were opened on March 11, 2013 at 2:15 pm at the Town Hall.

A total of five (5) bids were received and were as follow on a per ton basis:

Contractor	Sand	Sand	Stone/Item 4	Stone/Item 4	Stone/Item 4	Item 4
	Davenport	Oneonta	Schoharie	Middleburgh	Ashland	Lexington
Schulz's						
Trucking	7.50	7.90	7.80	7.70	7.50	7.50
Carver Sand &						
Gravel				7.10	4.55	
Cobleskill Stone						
Products			7.25			5.25
Seward Sand &						
Gravel	8.40	8.95	11.65			8.40
RTE Transport	8.25	8.75	7.50	7.50	4.75	5.25

RESOLUTION #20 – AWARD HIGHWAY MATERIAL HAULING BID

On motion of Edward Raeder second by Carol Murray the following resolution was offered and adopted: "RESOLVED, the Town Board awards the bid for material hauling to the two lowest bidders as follows:

Contractor	Sand	Sand	Stone/Item 4	Stone/Item 4	Stone/Item 4	Item 4
	Davenport	Oneonta	Schoharie	Middleburgh	Ashland	Lexington
Schulz's						
Trucking	7.50	7.90				
Carver Sand &						
Gravel				7.10	4.55	
Cobleskill Stone						
Products			7.25			5.25
RTE Transport	8.25	8.75	7.50	7.50	4.75	5.25

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

NAYS - 0

Sealed bids for highway fuels were opened on March 11, 2013 at 2:00 pm at the Town Hall. A total of two (2) bids were received and were as follows:

Vendor	Diesel Fluctuating	Diesel	Winter Blend	Winte	Gas Fluctuating	Gas
		Fixed	Diesel Fluctuating	r		Fixed
				Blend		
				Fixed		
Main	3.1933+.1950=3.388	3.387	3.3434+.1950+3.538	3.597	2.9800+.2750=3.255	3.235
Care	3	0	4	0	0	0
Energy						
Mirabit	3.1350+.1974=3.332	3.462	3.4800+.2744=3.754	3.712	2.9150+.2974=3.212	No
0	4	1	4	1	4	bid
Energy						

RESOLUTION #21 – AWARD HIGHWAY FUEL BID

On motion of Allen Hinkley second by Gene Cronk the following resolution was offered and adopted: "RESOLVED, the Town Board awards the Highway Fuels bid on a per gallon price as follows: Diesel Fuel – Main Care Energy at \$3.3870 Fixed; Winter Blend Diesel – Main Care Energy at \$3.5970 Fixed and Gas – Main Care Energy at \$3.2350 Fixed."

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

Building Inspector William Walcutt reported he issued a building permit for renovation work on the Enderlin building, not all owners have responded to the unsafe structure notices he sent out and cleanup on the Ernst property is expected to be concluded in April.

Supv. Hynes stated that Main Street tree cutting on Main St. Roxbury is expected to begin in the spring.

Atty. Kevin Young discussed the assessment of lands under the NYC DEP waters. Atty. Robert Beebe has settled with the City for assessment values but the Town Board must approve. The Town Board will make a decision when the numbers are received from Atty. Beebe.

On motion of Carol Murray second by Edward Raeder the Town Board approved the Town Clerk's monthly report for February 2013 in the amount of \$1,131.57 (Town Clerk \$371.57 and Building Permits \$760.00)

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

On motion of Edward Raeder second by Allen Hinkley the Town Board approved the Supervisor's monthly report for January 2013.

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

On motion of Gene Cronk second by Edward Raeder the Town Board approved the Assessor's monthly report for February 2013.

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

No written monthly report was received from the Building Inspector.

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the Justice's monthly report for January 2013 in the amount of \$2,881.00.

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

Discussion took place on the draft Comp Plan. The Board would like to see additional information included on the hazard mitigation plan.

RESOLUTION #22 – DRAFT COMP PLAN TO COUNTY PLANNING DEPT.

On motion of Gene Cronk second by Edward Raeder the following resolution was offered and adopted: "WHEREAS, the Town Board has reviewed the draft Comprehensive Plan Update ("Plan"); and WHEREAS, the Town Board requested additional information per the public hearing comments; NOW, THERFORE BE IT RESOLVED the Town Board authorizes the additional information be inserted into the Plan and directs the Town Clerk to forward a copy of the amended Plan to the Delaware County Planning Dept. for review and comments."

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

RESOLUTION #23 – CERTIFYING OFFICER FOR CDBG PROGRAM

On motion of Edward Raeder second by Gene Cronk the following resolution was offered and adopted: "WHEREAS, on December 26, 2012 the Town of Roxbury was awarded a New York State Community Development Block Grant (CBDG) for housing rehabilitation in the amount of \$400,000 for home rehabilitation;

NOW, THEREFORE BE IT RESOLVED the Town Board designates Thomas S. Hynes, Supervisor of the Town of Roxbury as certifying officer for the CDBG on behalf of the Town."

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

NAYS - 0

RESOLUTION #24 – ADVERTISE FOR BIDS FOR LAKE ST. DRAINAGE PROJECT

On motion of Allen Hinkley second by Gene Cronk the following resolution was offered and adopted: "RESOLVED, the Town Board authorizes advertising for sealed bids for the Lake Street Drainage Construction Project with the date and time of the opening to be determined at a later date." AYES – 5 Hinkley, Cronk, Raeder, Murray, Hynes

NAYS – 0 On motion of Carol Murray second by Gene Cronk the Town Board approves the destruction of the following records per MU-1 Retention Schedule:

SARA#	Description of Record	<u>Dates</u>	SARA Yrs.
1.275	Voucher & invoice	2006	6 years
	Bank Statements (all accts checking &		•
1.263	savings)	2006	6 years
	Bank deposit slips (all accts checking &		
7.269	savings)	2006	6 years
5.267	Deposit books (all accts)	2006	6 yrs after date of most recent entry
4.248	Bank account transfers (faxes)	2006	6 yrs after last entry
10.254	Trial balances (all funds)	2006	6 years
3.247	Journal Entries	2006	6 yrs after last entry
	Supervisor's Journal - Delaware County Board		
1.1	of .	400= 0000	5
	Supv. Minutes of meetings	1927-2003	Duplicate-original at County
	NYS Election Law Book	1951*1968*1973	
	McKinneys Law Book-General Municipal 23 Sec1-199	1976-1977	
	McKinneys Law Book-General Municipal 23 Sec 200-End	1976-1977	
	McKinneys Law Book-Town Law 61 Sec 1-189	1980-1981	
	McKinneys Law Book-Town Law 61 Sec 190-End	1980-1981	
	McKinneys Law Book-Highway Law 24 Sec 200-End	1961-1962	
	McKinneys Law Book-Highway Law 24 Sec 200-End	1976-1977	
	McKinneys Law Book-Highway Law 24 Sec 230-End	1961-1962	
	McKinneys Law Book-Highway Law 24 Sec 230-End	1976-1977	
2.163	Dog License	2006-2008	3 years after expiration
12.667	Dog rabies vaccination certificate	2006-2009	3 years
6.167a	Dog license monthly report	2003-2006	6 years
1.283	Town Clerk monthly report	2005-2006	6 years
1.2830	Marriage license monthly report	2005-2006	6 years
1.245	Town Clerk cash receipt book	2005-2006	6 yrs after last entry
5.166	Dog license change report	2006-2009	3 years
1.162b	Dog license monthly renewal list	2006-2008	0 after superceded or obsolete
3.164	Dog Spay/Neuter certificate	2006-2009	0 after obsolete
4.165	Dog tag replacement application	2006-2009	1 year
1.602a	Tax Collector Real Property Transfer Form EA5217	2004-2005	6 yrs -duplicate, original in Assessor files
4.409a	Bank/mortgage co. request for tax information	2004-2005	6 months
1.595a	Tax Collector Receiver's stub	2004-2005	6 years
4.849	Tax Collector Change of addresses	2004-2005	Keep as needed-original in Assessor office
7.269	Tax Collector bank deposit slips	2004-2005	6 years
2.596	Tax Collector delinquent tax report	2004-2005	6 years
10.10b	Tax Collector communications to/from County	2004-2005	6 years
23.634a	Handicapped Parking Permits & paperwork	2004-2009	3 years after expiration
AYES – 5	Murray, Cronk, Raeder, Hinkley, Hynes		•
NAYS - 0			

Attorney Kevin Young discussed amending the sub-division regulations to accommodate a waiver for having no road frontage but accessible by a right-of-way. The Town Planning Board will review the issue.

Assessor Robert Breglio has requested in his monthly report that the Board accept a proposal of Mark Los to help with commercial assessments on the re-val at a cost of \$2,200.

On motion of Allen Hinkley second by Carol Murray the Town Board approved the proposal of Mark Los in the amount of \$2,200 to assist the Town Assessor with commercial values for the current revaluation that is underway.

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

NAYS - 0

The Annual Financial Report of the Town for the year 2012 has been filed with the NYS Comptroller's Office. A copy of the report is on file at the Town Clerk's Office for inspection.

The Town Board agreed that the bid for the sale of the CAT Roller will be advertised and opened at 2:00 pm on April 8, 2013 at the Town Hall.

Supv. Hynes has spoken with the State Emergency Management Office (SEMO) regarding final payment on the remaining two large roads from the 2011 flood. The remaining funds are expected to arrive within the next 1-2 months.

The next regular meeting of the Town Board will be held April 8, 2013 at 7:30 pm at the Grand Gorge Civic Center.

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

following amounts:

Tono wing amounts.			
General #82-124	\$86,408.79	Denver Sewer #14-25	\$20,227.96
Highway #32-58	\$57,042.54	Special Lights #3	\$2,334.87
Roxbury Water #13-20	\$2,812.80	Capital Projects:	
Grand Gorge Water #14-20	\$3,244.78	Lake St Design #11	\$614.10
Denver Water #15-24	\$5,819.70	Comp Plan #12	\$25.80
Roxbury Sewer #15-27	\$29,658.58	Highway Garage #13	\$3,240.00

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

NAYS - 0

On motion of Allen Hinkley second by Edward Raeder the meeting adjourned at 9:20 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