

APPROVED MINUTES

April 8, 2013

The regular meeting of the Town Board was held April 8, 2013 at 7:30 pm at the Grand Gorge Civic Center. Present were: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder, Allen Hinkley and Carol Murray, Highway Supt. Stephen Schuman, Assessor Robert Breglio, Attorney Kevin Young and 10 residents. Absent: Building Inspector William Walcutt.

The Minutes of the March 11th meeting were approved on motion of Carol Murray second by Gene Cronk.

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

NAYS – 0

Hwy. Supt. Stephen Schuman reported that all of the new interior shop lights have been replaced and he will get a cost estimate to replace the outside building lights, he has received word that the Town's CHIPS program is slated to receive \$49,555 more in revenue this year for the Highway Fund, no bids were received on the sale of the CAT Roller so the Board discussed doing an on-line bid for the sale and stated crews are cutting trees where needed.

Supv. Hynes stated there was a water main break in Grand Gorge that has been repaired and discussed installing two new shut off valves on the Rt. 23 east line below the water tank so if a break occurs again in that area the whole district will not be off from water to make repairs.

Supv. also stated that a new shut off has been installed at the Enderlin building in the Roxbury Water District due to having problems.

Assessor Robert Breglio gave a written report to the Town Board and also discussed the following: re-val work continues with data verification, changes for the 2013 tentative tax roll have gone to the County to be entered in the system, discussed the two new State programs for STAR that includes BASIC Star holders must re-apply in 2014 and STARS will be dropped if the owner owes more than \$4,500 in back State income tax, discussed the data in his report from the State and discussed rates. Breglio requested contracting for another data verifier for 3-4 months to assist with the re-val and also requested to purchase Word Perfect software at a cost of \$299.00.

RESOLUTION #25 – CONTRACT DATA VERIFIER

On motion of Edward Raeder second by Allen Hinkley the following resolution was offered and adopted: "RESOLVED, the Town Board approves contracting the services of Kristine Carros as data verifier to work with the Assessor on the re-valuation; and

BE IT FURTHER RESOLVED the Town Board directs the Town Attorney to draw up a contract."

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

NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the purchase of Word Perfect Software for the Assessor's office at a cost of \$299.00.

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

NAYS – 0

Attorney Young discussed NYC DEP underwater assessments. The Supervisor and attorney will attend a meeting this week regarding assessment values that will affect several Towns.

Nancy Haney questioned why special district rates in Grand Gorge are higher than in Roxbury. It was stated that Grand Gorge does not have the tax base in the districts to sustain a lower rate and more specifically with water; the Grand Gorge Water District has much more debt (bonds) due to water district improvements over the years.

On motion of Edward Raeder second by Carol Murray the Town Board approved the Town Clerk's monthly Report for March 2013 in the amount of \$1,272.00 (Town Clerk \$282.00 and Building Permits

\$990.00)

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

NAYS – 0

On motion of Allen Hinkley second by Carol Murray the Town Board approved the Supervisor's Report for February 2013.

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

NAYS – 0

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

AYES – Cronk, Raeder, Hinkley, Murray, Hynes

NAYS

On motion of Allen Hinkley second by Carol Murray the Town Board approved the monthly report of the Building Inspector for March 2013.

AYES – Hinkley, Murray, Cronk, Raeder, Hynes

NAYS – 0

On motion of Edward Raeder second by Gene Cronk the Town Board approved the Justice Court report for February 2013 in the amount of \$3,904.00.

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

NAYS – 0

On motion of Edward Raeder second by Gene Cronk the Town Board approved the Justice Court report for March 2013 in the amount of \$6,332.00.

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

NAYS – 0

Four people have accepted to serve on the HUD review committee. A fifth one will be sought.

Attorney Young discussed the Town travel reimbursement policy for employees who attend training, etc. in order for them to be reimbursed for expenses to attend said event.

RESOLUTION #26 – TRAVEL REIMBURSEMENT POLICY

On motion of Allen Hinkley second by Edward Raeder the following resolution was offered and adopted: "WHEREAS, towns are conferred a broad grant of authority to reimburse their officers and employees for actual and necessary expenses that they incur when traveling or attending conferences in furtherance of their official duties; and

WHEREAS, Town Law authorizes a town to pay all expenses necessarily incurred for the use and benefit of the town when incurred by authority of the Town Board; and

WHEREAS, Municipal Law authorizes a town where it has approved attendance at a conference, to pay for all actual and necessary registration fees, expenses of travel, meals and lodging incurred in connection with the conference; and

WHEREAS, Town Law and Municipal Law require the Town Board to approve and authorize the expense before it is incurred either by a resolution adopted in the beginning of the year authorizing certain officers or employees to attend certain events or on an ad-hoc basis.

THEREFORE, NOW BE IT RESOLVED THAT: The Town Board of the Town of Roxbury hereby adopts the Travel Expense Policy attached hereto as Exhibit A governing the travel reimbursement of its officers and employees."

EXHIBIT A

TOWN OF ROXBURY

TRAVEL REIMBURSEMENT POLICY

Purpose of Policy:

To provide standard provisions allowing for the reimbursement of transportation, meals, lodging and registration fees incurred by Town officers and employees for actual and necessary expenses incurred when traveling or attending conferences in furtherance of their official duties. Expenses incurred by spouses, family and other non-employee guests traveling with a Town officer and/or employee are not

eligible for reimbursement of any travel expenses under this policy. Additionally, any extension of a Town official's or employee's travel for non-town business must be paid for by the Town official or employee.

Definition of Transportation Expenses:

Expenses that include the actual expenses of transportation to and from the site of the conference, such as the cost of a train ticket, plane ticket, gas and tolls, etc.

Mileage Reimbursement:

Where transportation is by car, the Town Board will allow a reasonable mileage allowance in lieu of actual expenses. When establishing the mileage rate, the town will not exceed the maximum rate allowable for tax purposes by the IRS. The current rate is 56.5 cents per mile. This rate will change periodically based upon official IRS mileage reimbursement rate announcements.

Meal Reimbursement:

As part of this Policy, the Board is setting a maximum daily rate for meals at \$25.00/day. Any actual meal expenses that exceed this maximum rate set by the Town are not reimbursable.

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

NAYS – 0

It was stated that the Building Inspector retirement reporting time is to be determined by NYS Retirement System who will notify the Town how many days we are to report based on their decision.

The Grand Gorge Community Action Group is in the process of getting new sign prices for Grand Gorge. Depending on the price, all or most of the cost is expected to be incurred by grant funds assisted by the Town of Roxbury's contract with the M-ARK Project.

The Water Clerk questioned closures and billing dates for the new water billing system. Per the new water law, Sections 14 and 15, to be eligible for no monthly charge the outside curb box must be shut off by the Water Supt. and a separate charge shall be applied to the account for shut off and for turn on. Water accounts that are currently closed and shut off at the curb box will be credited on the July 1st billing statement. Payments will be due within 30 days of the bill run date and a penalty will be applied after that date.

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

General #125-166	\$30,814.12	Capital Projects:	
Highway #59-81	\$42,482.88	Hubbell Corners Sewer14-22	\$23,707.79
Roxbury Water #21-28	\$3,069.95	Highway Garage #23	\$7,410.00
Grand Gorge Water #21-28	\$8,806.31	Comp Plan #24	\$1,547.69
Denver Water #25-29	\$1,512.22	DEP Land Acquisition #25	\$.38
Roxbury Sewer #28-34	\$9,375.50	Kirkside Park Construct. #26	\$30,536.00
Denver Sewer #26-32	\$12,859.58	Lake St Design #27	\$43.39
Special Lights #4	\$19.41		

AYES – Raeder, Murray, Cronk, Hinkley, Hynes

NAYS – 0

Supervisor Hynes stated the Hubbell Corners Sewer Project has been closed out.

On motion of Gene Cronk second by Allen Hinkley the meeting adjourned at 8:45 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, Councilman