

January 6, 2014

The Town of Roxbury Organizational Meeting was held January 6, 2014 at 7:30 pm at the Town Hall. Present were: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder, Allen Hinkley and Carol Murray, Highway Supt. Stephen Schuman, Building Inspector William Walcutt Town Attorney Kevin Young and one residents. Absent: Town Clerk Diane Pickett

On motion of Edward Raeder second by Allen Hinkley the Minutes of the December 9, 2013 and December 27, 2013 year end meeting were approved.

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

NAYS – 0

Executed the Oath of Office and Undertaking by Supervisor-Thomas Hynes, Councilmen – Gene Cronk & Allen Hinkley, Attorney – Kevin Young

Hwy. Supt. Stephen Schuman reported that the salt is cheaper this year than last. The new equipment is here and working fine. They are having a problem with the roads because of the warming temperatures making the roads soft and then freezing.

Community Resources Margaret Ellsworth Reported that a letter to the state CGBG letter for request for drawn down of fund. There are three more slots open for community members to participate in the program. Roxbury Main Street project will have a draw down in June. This program is helping the Old Pharmacy Building and Roxbury Wine & Spirits. There will be reimbursement for the bridge repair in Kirkside Park They have eight hundred bulbs left to plant Doug Kadow will not seek another term on the Historic Preservation Committee. Phil Lenihan would like to continue with his position on the Historic Preservation Committee

Building Inspector William Walcutt stated there were 65 permits issued in 2013. No monthly written report received.

Lake Street Project will be closing down for the winter. They will be fixing the driveway at 53654 State Highway 30.

Radio Station water meter broke and was replaced on January 4, 2014

Thomas Hynes will be talking with Jim Eisel about the Town of Roxbury inputting their own information in thru the Assessor's office.

RESOLUTION #1– TOWN BOARD MEETING SCHEDULE

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

“RESOLVED the Town Board for the year 2014 will meet the second Monday of each month for their Regular Monthly Meeting, except for January when they shall meet January 6, 2014 and except for March when they shall meet March 3, 2014 except for November when they shall meet on November 6, 2014. 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, Raeder, Cronk, Murray, Hynes

NAYS – 0

RESOLUTION #2– PLANNING BOARD MEETING SCHEDULE

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

“RESOLVED the Planning Board for the year 2014 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, Cronk, Hinkley, Murray, Hynes

NAYS – 0

RESOLUTION #3– HISTORIC COMMISSION MEETING SCHEDULE

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

“RESOLVED the Historic Preservation Commission for the year 2014 will hold meetings the third Mondays of the month at 7:00 pm at the Town Hall for their Regular Monthly Meeting.”

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

NAYS – 0

RESOLUTION #4 – APPOINTMENTS AND COMMITTEES

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

RESOLVED the Town Board approves the following appointments and committees for the year 2014:

POSITION	NAME	TERM
Budget Officer	Carolynn J. Faraci	1/1/14-12/31/14
Assessor Clerk	Stephanie Seminara	1/1/14-12/31/14
Justice Clerk	Sandra Rockwell	1/1/14-12/31/14
Town Historian	Anthony Liberatore	1/1/14-12/31/14
Constable	Stephen Williamson	1/1/14-12/31/14
Dog Control Officer	Verna Dietrich	1/1/14-12/31/14
Attorney for the Town	Kevin Young	1/1/14-12/31/14
Water Clerk – 3 water districts	Diane Pickett	1/1/14-12/31/14
Health Officer	Daniel Sullivan	1/1/14-12/31/14
School Crossing Guard	Sara Cronk	1/1/14-12/31/14
CRC Representative	Joseph Farleigh	1/1/14-12/31/14
COMMITTEES		1/1/14-12/31/14
Highway	Edward Raeder & Gene Cronk	1/1/14-12/31/14
Water	Carol Murray & Gene Cronk	1/1/14-12/31/14
Personnel	Carol Murray & Allen Hinkley	1/1/14-12/31/14
Building & Grounds	Gene Cronk & Allen Hinkley	1/1/14-12/31/14

Civic Center	Edward Raeder & Thomas Hynes	1/1/14-12/31/14
Kirkside Park	Allen Hinkley & Edward Raeder	1/1/14-12/31/14

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

RESOLUTION #5– PROCUREMENT POLICY

On motion of Allen Hinkley second by Edward Raeder the following resolution was reviewed and adopted for 2014

AYE- 5 Hinkley, Raeder, Cronk Murray, Hynes

RESOLUTION #6– INVESTMENT POLICY

On motion of Allen Hinkley second by Edward Raeder the Town Board adopted an Investment Policy for Town funds for the year 2014.

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

RESOLUTION #7 OFFICIAL UNDERTAKING

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

“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 2014”

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

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 1/1/14-12/31/14.

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

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the Town Supervisor’s appointment of Edward Raeder as Deputy Supervisor for the term 1/1/14-12/31/14.

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

On motion of Gene Cronk second by Edward Raeder the Town Board approved the Town Clerk’s appointment of Carolynn J. Faraci as Deputy Town Clerk #1 for the term 1/1/14-12/31/14.

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

On motion of Gene Cronk second by Edward Raeder the Town Board approved the Highway Supt.’s appointment of William Sprague as Deputy Hwy. Supt. for the term 1/1/14-12/31/14.

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

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 2014.

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

RESOLUTION #8 SEXUAL HARASSMENT POLICY

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

WHEREAS, the Town Board has reviewed the Sexual Harassment Policy;
NOW, THEREFORE BE IT RESOLVED the Town Board approves the continued use of the Sexual Harassment Policy on file until such time as the Town Board amends said policy.”
AYES – 5 Hinkley, Raeder, Cronk, Murray, Hynes
NAYS – 0

RESOLUTION #9– PRIVACY NOTIFICATION POLICY

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

“WHEREAS, on December 9, 2013 the Town Clerk distributed to the Town Board a copy of the current Privacy Notification Policy on file at the Town Clerk’s Office, adopted March 13, 2006,; and
WHEREAS, the Town Board has reviewed the Privacy Notification Policy;
NOW, THEREFORE BE IT RESOLVED, the Town Board approves the use of the current Privacy Notification Policy on file for the year 2014.”
AYES – 5 Hinkley, Raeder, Cronk, Murray, Hynes
NAYS – 0

RESOLUTION #10– WORKPLACE VIOLENCE PREVENTION POLICY

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

“WHEREAS, on December 9, 2013 the Town Clerk distributed to the Town Board a copy of the current Workplace Violence Prevention Policy on file at the Town Clerk’s Office, adopted October 12, 2009; and
WHEREAS, the Town Board has reviewed the Workplace Violence Prevention Policy;
NOW, THEREFORE, BE IT RESOLVED the Town Board approves the use of the Workplace Violence Prevention Policy for the year 2014; 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 Hinkley, Raeder, Cronk, Murray, Hynes
NAYS – 0

RESOLUTION #11– CODE OF ETHICS

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

“WHEREAS, on December 9, 2013 the Town Clerk distributed to the Town Board a copy of the current Code of Ethics on file at the Town Clerk’s Office, adopted on October 13, 2003; and
WHEREAS, the Town Board has reviewed the Code of Ethics;

NOW, THEREFORE, BE IT RESOLVED the Town Board approves the use of the current Code of Ethics for the year 2014.”
AYES – 5 Hinkley, Raeder, Cronk, Murray, Hynes
NAYS – 0

RESOLUTION #12 THE ADOPTION OF THE REVISED TOWN OF ROXBURY
EMPLOYEE HANDBOOK

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

“WHEREAS, on December 9, 2013 the Town Clerk Distributed to the Town Board a copy of the Draft revised Employee Handbook and

“WHEREAS, the Town Board additionally amends Section 806 Health Insurance in the draft to read the same as Article XIII Health insurance in the Roxbury Highway Worker’s Association Contract,

“WHEREAS, the Town of Roxbury adopted the revised with amendments “Town of Roxbury Employee Handbook” on January 6, 2014; and

“WHEREAS, the Town Board determined that it is in the best interest of the Town to request that the Town’s Attorney review the Employee Handbook that was previously adopted in 2004 and to advise of any revisions necessary to assure that the Town of Roxbury’s employee policies are up to date and in compliance with all relevant laws; and

“WHEREAS, the Town’s Attorney has prepared a revised Employee Handbook that the Town Board has reviewed and believes represents a relevant updated version

“WHEREAS, the Town Board finds that adoption of the revised Employee Handbook is in the best interests of the Town.

THEREFORE, NOW BE IT RESOLVED THAT:

That the Town Board hereby adopts the revised with amendments Town of Roxbury Employee Handbook for the year of 2014 and

That each of the Town’s employees will be provided with a copy of the revised Employee Handbook and will be required to execute the Acknowledgment Form that will be filed with the Town Clerk.

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

NAYS -0

The Town Board requested that the Town Attorney Kevin Young to review the Police Policy

On motion of Edward Raeder second by Carol Murray the Town Board approved Atlantic-Inland of Cortland as Fire Inspector for Town business for the year 2014.

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

NAYS – 0

On motion of Gene Cronk second by Allen Hinkley the Town Board approved Catskill Mountain News official newspaper for Town business for the year 2014.

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

NAYS – 0

On motion of Carol Murray second by Edward Raeder the Town Board approved NBT Bank N.A. and National Bank of Delaware County for Town business for the year 2014.

AYES -5 Murray, Raeder, Cronk Hinkley, 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 Tow Business for the year 2014.

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

NAYS – 0

On motion of Edward Raeder second by Allen Hinkley the Town Board approved a mileage rate of \$.56 mile for employees using their own vehicle for Town business for the year 2014.

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

NAYS – 0

On motion of Gene Cronk second by Carol Murray 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 2014 as approved in the budget.

AYES – Cronk, Murray, Hinkley, Raeder, Hynes

NAYS – 0

On motion of Edward Raeder second by Carol Murray the Town Board approved payment of \$300 rent to the Roxbury Fire District as a polling site for the year 2014 as approved in the budget.

AYES – 4 Raeder, Murray, Cronk, Hynes

NAYS – 0

ABSTAIN – 1 Hinkley

On motion of Carol Murray second by Edward Raeder the Town Board approved the payment of \$11,000 to the Roxbury Library for the year 2014 as approved in the budget.

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

NAYS – 0

On motion of Gene Cronk second by Edward Raeder the Town Board approved the payment of \$150.00 each to Roxbury & Grand Gorge Senior Clubs for the year 2014 as approved in the budget.

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

NAYS - 0

On motion of Carol Murray second by Edward Raeder the Town Board approved the Town Clerk's monthly report for December 2013 in the amount of \$1,104.15 (Town Clerk \$454.15 and Building Permits \$650.00)

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

NAYS – 0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the Supervisor's monthly report for November 2013.

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

NAYS – 0

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

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

NAYS – 0

On motion of Carol Murray second by Edward Raeder the Town Board approved the Justice monthly report for November 2013 in the amount of \$5,091.00

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

NAYS – 0

On motion of Edward Raeder second by Allen Hinkley the Town Board approved the monthly water receipts for December 2013 (Denver \$152.30, Grand Gorge \$449.33, Roxbury \$96.69)

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

NAYS - 0

On motion of Edward Raeder 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 2014.

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

NAYS – 0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the re-appointment of Phil Lenihan to the Historic Commission 1/1/14 – 12/31/16.

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

NAYS – 0

RESOLUTION #13 APPOINTMENT OF COMMUNITY RESOURCE CLERK

“WHEREAS, Carolynn J Faraci currently holds the part-time positions with the Town as Bookkeeper, Deputy Town Clerk #1, Budget Officer and Deputy Registrar; and

WHEREAS, The Town Board appoints Carolynn J Faraci as Community Resource Clerk @ \$12.00 per hour;

Now, therefore be it Resolved with the additional appointment as Community Resource Clerk the Town Board deems her to be a full time employee with benefits

On motion of Gene Cronk second by Allen Hinkley the Town Board approved the appointment of Carolynn J Faraci to Community Resources Clerk 1/1/14 – 12/31/14.

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

NAYS - 0

The Town Clerk distributed the 2013 open building permit list to the Town Board and a copy of the 2013 building permit summary and revenues.

The Town Clerk distributed the 2013 list of highway equipment to the Town Board.

The Town Clerk distributed the 2013 Annual Report of Town Clerk’s receipts/disbursement to the Town Board.

Supervisor Hynes requested and Executive Session on motion of Gene Cronk second by Edward Raeder the Town Board went into Executive session to discuss the Building Inspector Employment Agreement at 8:25 pm.

Present in Executive session; Thomas Hynes-Supervisor, Carol Murray-Councilwoman, Edward Raeder-Councilman, Gene Cronk-Councilman, Allen Hinkley-Councilman, & Kevin Young-Town Attorney. The Deputy Town Clerk was not invited into Executive session.

RESOLUTION #14 IN CONNECTION WITH THE EXECUTION OF THE CONSULTANT CONTRACT FOR CODE ENFORCEMENT OFFICE SERVICES TO BE PERFORMED BY WILLIAM WALCUTT

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

“WHEREAS, in January of 2012, the Town of Roxbury entered into an Employment Contract with William Walcutt for the position of Code Enforcement Officer (“CEO”) for the Town; and

“WHREAS, as the date of this Town Board meeting, the Town Board has determined that it is in the best interest of the Town to continue to maintain William Walcutt in the position of CEO as a Town Employee until January 31, 2014 and, thereafter, to offer William Walcutt the position of CEO as a Consultant, rather than an Employee, effective February 1, 2014; and

“WHEREAS, since the office of the Building Inspector is a highly visible aspect of local government in which conduct and consistency are extremely important, William Walcutt, as Consultant CEO will continue to be required to comply with the Town’s Employee Handbook on Code of Ethics; and

“WHEREAS, the Town Board has directed the Town Attorney to prepare a Consulting Agreement subject to the approval of the Town Board and William Walcutt; and

“WHEREAS, this Resolution was discussed and passed in Executive Session because it is a personnel issue; and

THEREFORE, NOW BE IT RESOLVED THAT:

That the Town Board hereby directs the Town Attorney to prepare a Consulting Agreement for the Town Board and William Walcutt to review and execute upon mutual approval of the agreement.

That the town board hereby appoints William Walcott as code enforcement officer
 subject to the conditions set forth in this resolution
 AYES - 4 Cronk, Hinkley, Murray, Raeder
 NAYS -1 Hynes

On motion by Edward Raeder second by Carol Murray meeting call back to order at 9:15 pm from
 Executive session.
 AYES-5 Raeder, Murray, Cronk, Hinkley, Hynes
 NAYS -0

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

General #1-18	\$13,904.81	Roxbury Sewer #1-2	\$17,601.26
Highway #1-9	\$118,241.75	Denver Sewer #1-2	\$651.57
Roxbury Water #1-2	\$1,951.30	Capital Projects:	\$23,120.00
Grand Gorge Water #1-2	\$2,158.67	Special Districts#1	Light \$27.07
Denver Water #1	\$281.05		

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

On motion of Edward Raeder second by Carol Murray the meeting adjourned at 9:26 pm.
 AYES- 5 Raeder, Murray, Cronk, Hinkley, Hynes
 NAYS – 0

THIS IS A TRUE COPY

Carolynn J Faraci, Deputy Town Clerk
 Thomas S. Hynes, Supervisor
 Gene Cronk, Councilman
 Edward Raeder, Councilman
 Allen Hinkley, Councilman
 Carol Murray, Councilwoman
