

The Organizational Meeting of the Town Board was held January 3, 2012 at 7:30 pm at the Town Hall. Present: Supervisor Thomas S. Hynes, Councilmen Gene Cronk, Edward Raeder, Allen Hinkley and Carol Murray, Hwy. Supt. Stephen Schuman, , Attorney Kevin Young and 3 residents.

Oaths of Office were given to and taken by Elected Officials: Supervisor Thomas S. Hynes, Councilmen Edward Raeder and Carol Murray, Highway Supt. Stephen Schuman and Town Clerk Diane Pickett.

Oath of Office was also given to and taken by Attorney for the Town Kevin Young.

Supervisor Hynes welcomed Carol Murray as new Councilperson.

On motion of Gene Cronk second by Allen Hinkley the Minutes of the December meetings were approved.

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

NAYS - 0

Highway Supt. Stephen Schuman had nothing new to report on highway.

Atty. Young reported that he still awaits news from the court on the truck repair lawsuit.

**RESOLUTION #1 - 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 2012:

POSITION	NAME	TERM
Budget Officer	Carolynn Faraci	1/1/12 - 12/31/12
Sole Assessor	Robert Breglio	1/1/12 - 9/30/13
Assessor Clerk	Stephanie Seminara	1/1/12 - 12/31/12
Justice Clerk	Michelle Massell	1/1/12 - 12/31/12
Town Historian	Anthony Liberatore	1/1/12 - 12/31/12
Constable	Stephen Williamson	1/1/12 - 12/31/12
Dog Control Officer	Verna Dietrich	1/1/12 - 12/31/12
Building Inspector - CEO	William Walcutt	1/1/12 - 12/31/12
Deputy Building Inspector - CEO	William Allison	1/1/12 - 12/31/12
Attorney for the Town	Kevin Young	1/1/12 - 12/31/12
Water Clerk - 3 water districts	Diane Pickett	1/1/12 - 12/31/12
Community Resource Clerk	Karina Walker	1/1/12 - 12/31/12
Health Officer	Daniel Sullivan	1/1/12 - 12/31/12
School Crossing Guard	Antha Tobon	1/1/12 - 12/31/12
CRC Representative	Joseph Farleigh	1/1/12 - 12/31/12

COMMITTEES		1/1/12 - 12/31/12
Highway	Edward Raeder & Gene Cronk	1/1/12 - 12/31/12
Water	Carol Murray & Gene Cronk	1/1/12 - 12/31/12
Personnel	Carol Murray & Allen Hinkley	1/1/12 - 12/31/12
Building & Grounds	Gene Cronk & Allen Hinkley	1/1/12 - 12/31/12
Civic Center	Edward Raeder & Thomas Hynes	1/1/12 - 12/31/12
Kirkside Park	Allen Hinkley & Edward Raeder	1/1/12 - 12/31/12

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

NAYS - 0

#### RESOLUTION #2 - 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 2012 will meet the second Monday of each month for their Regular Monthly Meeting, except for January when they shall meet January 3, 2012 and except for March when they shall meet March 5, 2012 and except for November when they shall meet on November 8, 2012. 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, Murray, Hynes

NAYS - 0

#### RESOLUTION #3 - PLANNING BOARD MEETING SCHEDULE

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

"RESOLVED the Planning Board for the year 2012 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 Hinkley, Murray, Raeder, Cronk, Hynes

NAYS - 0

#### RESOLUTION #4 - HISTORIC COMMISSION MEETING SCHEDULE

On motion of Allen Hinkley second by Carol Murray 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 Hinkley, Murray, Raeder, Cronk, Hynes

NAYS - 0

## RESOLUTION #5 - PROCUREMENT POLICY

On motion of Gene Cronk 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 Cronk, Raeder, Hinkley, Murray, Hynes

NAYS - 0

#### RESOLUTION #6 - INVESTMENT POLICY

On motion of Gene Cronk second by Edward Raeder the Town Board adopted an Investment Policy for Town funds for the year 2012. (copy attached)

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

NAYS - 0

#### RESOLUTION #7- OFFICIAL UNDERTAKING

On motion of Allen Hinkley second by Gene Cronk 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 2012"

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

NAYS - 0

On motion of Gene Cronk second by Allen Hinkley the Town Board approved the appointment of Diane Pickett as Registrar of Vital Statistics for a term of 1/1/12-12/31/15.

AYES - Cronk, Hinkley, Raeder, Murray, Hynes

NAYS - 0

On motion of Gene Cronk second by Allen Hinkley the Town Board approved the appointment of Carolynn J. Faraci as Deputy Registrar of Vital Statistics for a term of 1/1/12-12/31/15.

AYES - 5 Cronk, Hinkley, Raeder, 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 1/1/12-12/31/12.

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

NAYS - 0

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

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

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

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

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

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

On motion of Gene Cronk second by Carol Murray the Town Board designates the Town Supervisor and Deputy Supervisor as official check signers for the year 2012.

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

On motion of Allen Hinkley second by Edward Raeder the Town Board approves the services of Atlantic-Inland as Fire Inspector for the year 2012.

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

On motion of Gene Cronk second by Edward Raeder the Town approved the Catskill Mountain News as the legal newspaper for the year 2012.

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

On motion of Edward Raeder second by Allen Hinkley the Town Board approved NBT Bank N.A. and the National Bank of Delaware County for banking for the year 2012.

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

On motion of Gene Cronk second by Edward Raeder the Town Board approved LVDV Operations Inc. as water/sewer operator for the year 2012.

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

On motion of Allen Hinkley second by Edward Raeder the Town Board approved a mileage rate of \$.555/mile for employees using their own vehicle for Town business for the year 2012.

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

NAYS - 0

On motion of Gene Cronk second by Allen Hinkley 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 2012.

AYES - Cronk, Hinkley, Raeder, Murray, Hynes

NAYS - 0

On motion of Edward Raeder second by Gene Cronk the Town Board approved payment of \$300 to the Roxbury Fire District as a polling site for the year 2012.

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

NAYS - 0

On motion of Gene Cronk 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 2012.

AYES - 5 Cronk, Hinkley, Raeder, Murray, 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 2012.

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

NAYS - 0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the payment of \$11,000 to the Roxbury Library for the year 2012.

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

NAYS - 0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the Town Clerk's Monthly Report for December 2011 in the amount of \$1,041.46 (Town Clerk \$316.46 and Building Permits \$725.00)

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

NAYS - 0

On motion of Allen Hinkley second by Gene Cronk the Town Board approved the Supervisor's Report for December 2011.

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

NAYS - 0

On motion of Allen Hinkley second by Gene Cronk the Town Board went into Executive Session at 7:50 pm to discuss a personnel issue. Also present was Attorney Kevin Young. The Town Board and Attorney returned to the regular meeting at 8:10 pm on motion of Allen Hinkley second by Gene Cronk.

RESOLUTION #8 - BUILDING INSPECTOR EMPLOYMENT AGREEMENT

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

"WHEREAS, the Town of Roxbury ("Town") is authorized to appoint a Building Inspector and Code Enforcement Officer under the Town Code of the Town of Roxbury to protect and foster the health, safety and well-being of persons occupying or using buildings and the general public; and

WHEREAS, the Town and William Walcott have agreed upon the terms of the contract for such building inspection and code enforcement services for the Town of Roxbury.

THEREFORE, NOW BE IT RESOLVED THAT:

The Town Board of the Town of Roxbury does hereby appoint William Walcott as the Building Inspector and Code Enforcement Officer of the Town of Roxbury for calendar year 2012 subject to the terms of the attached agreement for building inspection and code enforcement services;

The appointment is not effective until both parties have signed the attached agreement."

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

NAYS - 0

Discussion took place on the Building Inspector position having 20 hours per week to be on health insurance per the health insurance company requirements and Town employee handbook.

Atty. Kevin Young discussed the new terms of the stone storage lease.

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

General #1-21	\$29,555.15	Special Lights #1	\$37.72
Highway #1-14	\$17,094.04	Capital Projects:	
Roxbury Water #1	\$267.50	Kirkside Park Const#1	\$4,700.00
Grand Gorge Water #1	\$267.50	Hubb Corn Sewer #2-3	\$275.34
Denver Water #1	\$267.50	GIGP Water Proj	\$322.00
Roxbury Sewer #1-4	\$15,887.65		

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

NAYS - 0

On motion of Gene Cronk second by Allen Hinkley the meeting adjourned at 8:25 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, Councilman