

DRAFT MINUTES

January 2, 2020

The Organizational Meeting of the Town Board was held January 2, 2020 at 7:30 pm at the Town Hall. Present were: Supervisor Allen Hinkley, Councilmen Edward Raeder, Kenneth Davie and Thomas Hynes, Highway Supt. William Sprague, Assessor Clerk Stephanie Seminara, Parks Clerk Carolyn Faraci and 8 residents.

The meeting was opened with the Pledge of Allegiance.

Oaths of Office were administered to the following newly elected officials: Supervisor Allen Hinkley, Councilmen Edward Raeder and Thomas Hynes, Highway Supt. William Sprague and Town Clerk Diane Pickett.

A letter has been received from Allen Hinkley resigning his seat as Councilman effective 12/31/19 having been elected as Supervisor, thereby causing a vacancy on the Town Board of one Councilman.

RESOLUTION #1-MURRAY APPOINTED TO VACANT COUNCILMAN SEAT

On motion of Thomas Hynes second by Kenneth Davie the following resolution was offered and adopted: "WHEREAS, a vacancy exists for the Councilman seat of Allen Hinkley, term 1/1/18-12/31/21; and WHEREAS, the vacancy exists due to Allen Hinkley being elected as Supervisor; and WHEREAS, per New York State Law, said term to fill the vacancy will be an appointment through the end of the current year;

BE IT RESOLVED, the Town Board appoints Carol Murray to fill the vacancy as Councilman for the term 1/1/2020 – 12/31/2020 with a salary of \$5,003.38."

AYES-4 Hynes, Davie, Raeder, Hinkley

NAYS-0

The Oath of Office was administered to Carol Murray as Councilman.

Renee Barchitta of Squire Hill Rd. expressed concerns and uneasiness with short term rentals and Air B&B's that are very large in number in the Town of Roxbury and requested the Town Board look into restrictions/regulations. Mrs. Barchitta supports business and growth in the Town but her concerns include noise, number of people in the homes, property devaluation, safety issues, requirements under Fire and Building Codes, affects to the character of the Town and possibly the County not getting the bed tax on these properties if they are not registering as such. The Town Board stated being aware of the situation and responded that the rentals bring in revenue for businesses in Town due to the wedding venues. However, since there is no zoning, people cannot be told what they can or can't do with their property but the Town Board also feels realizes the matter may be getting out of hand and will look further into it.

On motion of Kenneth Davie second by Carol Murray the Town Board approved the Minutes of the December 7, 2019 regular meeting and the December 27, 2019 Year End meeting.

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

NAYS-0

Mike Harrington of Lamont Engineers had no updates on the Water Projects to report.

Councilman Hynes reported the Civic Center gym roof was leaking and the Powell Company has been contacted to make repairs.

Hwy. Supt. William Sprague requested approval to purchase a used trailer from Cowan Excavating in the amount of \$11,500 instead of getting a new one that was budgeted in 2020 for \$24,000, reported the Western Star truck is still out getting repaired, requested being able to order a new truck and reported the insurance adjuster has come to look at the Town truck that was damaged as a result of being hit by another car.

RESOLUTION #2-PURCHASE USED TRAILER FOR THE HIGHWAY DEPT.

On motion of Edward Raeder second by Carol Murray the following resolution was offered and adopted: “RESOLVED, the Town Board authorizes the purchase of a used 2017 trailer from Cowan Excavating at a cost of \$11,500 for the Highway Dept.”

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

NAYS-0

Assessor Clerk Stephanie Seminara had nothing more to add to the monthly report distributed to the Town Board for December 2019.

Parks Clerk Carolynn Faraci reported there are 24 booking for the pavilion for 2020 to date and the Easter Egg hunt will take place in the Park the 1st Saturday of April.

Councilman Edward Raeder reported the Pilgrim Holiness Church in Grand Gorge has had damage to the front of the building due to a car that went off the road and requested they be allowed to use the Civic Center for church services until repairs can be made and further requested rental charges be waived.

RESOLUTION #3-PILGRIM HOLINESS CHURCH RENTAL

On motion of Thomas Hynes second by Kenneth Davie the following resolution was offered and adopted: “RESOLVED, the Grand Gorge Pilgrim Holiness Church is authorized the use the Grand Gorge Civic Center to hold Church services, without fee, until such time that repairs are made to their Church.”

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

NAYS-0

RESOLUTION #4-APPOINTMENTS AND COMMITTEES

On motion of Kenneth Davie second by Edward Raeder the following resolution was offered and adopted:

“RESOLVED, the Town Board approves the following Appointments and Committees:

Position	Name	Term	Salary/Pay Rate
-----------------	-------------	-------------	------------------------

APPOINTED POSITIONS

Budget Officer	Carolynn Faraci	1/1/2020-12/31/2020	\$3,729.18
Justice Clerk	Sandra Rockwell	1/1/2020-12/31/2020	
Town Historian	Anthony Liberatore	1/1/2020-12/31/2020	\$1,653.04
Dog Control Officer	Verna Dietrich	1/1/2020-12/31/2020	\$7,312.97
Town Attorney	Kevin Young	1/1/2020-12/31/2020	Retainer
Water Clerk - 3 dists	Diane Pickett	1/1/2020-12/31/2020	3 @ \$1,351.30 ea
Denver Sewer Clerk	Diane Pickett	1/1/2020-12/31/2020	\$546.88
Roxbury Sewer Clerk	Diane Pickett	1/1/2020-12/31/2020	\$1,639.43
Health Officer	Daniel Sullivan	1/1/2020-12/31/2020	\$701.89
School Crossing Guard	Sarah Cronk	1/1/2020-12/31/2020	\$11.80/hr
Registrar	Diane Pickett	1/1/2020-12/31/2020	\$1,240.87
Parks Clerk	Carolynn Faraci	1/1/2020-12/31/2020	\$16,864.99
Assessor Clerk	Stephanie Seminara	1/1/2020-12/31/2020	\$16.33/hr
Building Inspector	Tomi Tompkins	1/1/2020-12/31/2020	\$15,762.45
Committees			
Highway	Ed Raeder & Ken Davie	1/1/2020-12/31/2020	

Water	Carol Murray & Thomas Hynes	1/1/2020-12/31/2020	
Personnel	Thomas Hynes & Ken Davie	1/1/2020-12/31/2020	
Building & Grounds	Edward Raeder & Allen Hinkley	1/1/2020-12/31/2020	
Kirkside Park	Carol Murray & Edward Raeder	1/1/2020-12/31/2020	

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

Other Information for the Town Board and Rates of Pay

Supervisor	Allen Hinkley	1/1/2020-12/31/2021	\$1,5089.50
Councilman	Edward Raeder	1/1/2020-12/31/2023	\$5,003.38
Councilman	Kenneth Davie	1/1/18-12/31/2021	\$5,003.38
Councilman	Thomas Hynes	1/1/2020-12/31/2023	\$5,003.38
Town Clerk	Diane Pickett	1/1/2020-12/31/2023	\$43,953.26
Highway Supt.	William Sprague	1/1/2020-12/31/2023	\$55,985.08
Tax Collector	Bonnie Walker	1/1/2020-12/31/2021	\$10,065.85
Justice	Wayne Pebler	1/1/2018-12/31/2021	\$8,670.83
Justice	Heather Gockel	1/1/2017-12/31/2020	\$8,670.83
<u>Planning Board</u>	Phillip Zorda	1/1/2017-12/31/2021	
	David Cowan	1/1/2018-12/31/2022	
	Robert Cole	1/1/2017-12/31/2021	
	Brad Zambri	1/1/2016-12/31/2020	
	Edward Hinkley	1/1/2016-12/31/2020	
	Diane Munro	1/1/2019-12/31/2023	
<u>Historic Preservation Commission</u>	Michael Mathis	1/1/2018-12/31/2020	
	Margaret Ellsworth	1/1/2017-12/31/2019	
	Lewis Wendell	1/1/2018-12/31/2020	
	Christine O'Shaughnessy	9/10/2018-12/31/2019	
	Douglas McLaurine	1/1/2018-12/31/2021	
<u>Board of Assessment Review</u>	Henry Gockel	10/1/16-9/30/21	\$12.53/hr
	Phillip Zorda	10/1/2019-9/30/2024	\$12.53/hr
	VACANCY	Thru 9/30/2022	\$12.53/hr
<u>Other Employees</u>			
Constable	Stephen Williamson		\$57,766.89
Civic Center Cleaner	Cheryl Hinkley		\$11.80/hr
Transfer Station Manager	David Dumond		\$18.79/hr
Transfer Station Laborer	Lawrence Whitney		\$12.65/hr

On motion of Kenneth Davie second by Thomas Hynes the Town Board approved the Town Supervisor's appointment of Carol Murray as Deputy Supervisor for the term 1/1/2020-12/31/2020.

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

On motion of Thomas Hynes second by Kenneth Davie the Town Board approved the Town Supervisor's appointment of Carolynn J. Faraci as the Supervisor's Bookkeeper for the term 1/1/2020-12/31/2020.

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

On motion of Edward Raeder second by Kenneth Davie the Town Board approved the Highway Supt.'s appointment of Collin Oliver as Deputy Hwy. Supt. for the term 1/1/2020-12/31/2020.

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

On motion of Thomas Hynes second by Carol Murray the Town Board approved the Town Clerk's appointment of Carolynn J. Faraci as Deputy Town Clerk #1 for the term 1/1/2020-12/31/2020.

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

On motion of Carol Murray second by Kenneth Davie the Town Board approves the Town Clerk's appointment of Carolynn J. Faraci as Deputy Registrar for the term 1/1/2020-12/31/2023.

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

No action was taken on filling the Planning Board vacancy through 12/31/2022.

RESOLUTION #5-RE-APPOINT ELLSWORTH AND O'SHAUGHNESSY TO RHPC

On motion of Thomas Hynes second by Carol Murray the following resolution was offered and adopted:

“RESOLVED, the Town Board re-appoints Margaret Ellsworth and Christine O'Shaughnessy for a three year term on the Historic Preservation Commission with said term being 1/1/2020-12/31/2022.”

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

RESOLUTION #6 OFFICIAL UNDERTAKING

On motion of Thomas Hynes second by Kenneth Davie the following resolution was offered and adopted:

“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 the year 2020.”

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

RESOLUTION #7– TOWN BOARD MEETING SCHEDULE

On motion of Kenneth Davie second by Carol Murray the following resolution was offered and adopted:

“RESOLVED the Town Board for the year 2020 will meet the second Monday of each month for their Regular Monthly Meeting, except for January when they shall meet January 2, 2020 and except for November when they shall meet on Thursday November 5 2020. All meetings will begin at 7:00 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 Davie, Murray, Raeder, Hynes, Hinkley
NAYS – 0

RESOLUTION #8– PLANNING BOARD MEETING SCHEDULE

On motion of Edward Raeder second by Thomas Hynes the following resolution was offered and adopted:

“RESOLVED the Planning Board for the year 2020 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, Hynes, Davie, Murray, Hinkley
NAYS-0

RESOLUTION #9– HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE

On motion of Thomas Hynes second by Carol Murray the following resolution was offered and adopted:
“RESOLVED the Historic Preservation Commission for the year 2020 will hold meetings quarterly on the third Fridays of January, April, July and October at 10:00 am at the Town Hall for their regular meetings.”
AYES – 5 Hynes, Murray, Raeder, Davie, Hinkley
NAYS – 0

RESOLUTION #10-TOWN POLICIES

On motion of Carol Murray second by Edward Raeder the following resolution was offered and adopted:
“RESOLVED, the Town Board has reviewed and re-adopts the following Town Policies for the year 2020: Procurement Policy, Investment Policy, Sexual Harassment Policy, Computer Use Policy, Local Privacy Notification Policy, Code of Ethics, Travel Re-imbusement Policy, Section 504 Grievance Procedure, Workplace Violence Prevention Policy, Employee Handbook, Drug Free Awareness Program and Limited English Proficiency Policy (LEP).”
AYES-5 Murray, Raeder, Davie, Hynes, Hinkley
NAYS-0

RESOLUTION #11-PRE-PAYMENT OF BILLS

On motion of Kenneth Davie second by Edward Raeder the following resolution was offered and adopted:
“RESOLVED, the Town Board authorizes the payment of certain bills prior to Board approval of the abstract pursuant to Section 118 of the Town Law.”
AYES-5 Davie, Raeder, Murray, Hynes, Hinkley
NAYS-0

RESOLUTION #12-BUILDING INSPECTOR AGREEMENT

On motion of Carol Murray second by Edward Raeder the following resolution was offered and adopted:
“WHEREAS, the Town Board has reviewed the current Building Inspector Agreement and finds no changes are needed to the terms;
NOW, THEREFORE BE IT RESOLVED the Town Board approves use of the current Building Inspector Agreement for the year 2020 except the salary will change to \$15,762.45/year.”
AYES – 5 Murray, Raeder, Davie, Hynes, Hinkley
NAYS – 0

RESOLUTION #13-MARK PROJECT INC AGREEMENT

On motion of Thomas Hynes second by Kenneth Davie the following resolution was offered and adopted:
“RESOLVED, the Town Board has reviewed the current contract with the MARK Project, Inc. and approves renewal of the same terms for the year 2020 except the contract cost will be \$16,000 per year to be paid in twelve monthly increments.”
AYES-5 Hynes, Davie, Raeder, Murray, Hinkley
NAYS-0

On motion of Kenneth Davie second by Edward Raeder the Town Board designates the Town Supervisor and Deputy Supervisor as official check signers for the year 2020.
AYES – 5 Davie, Raeder, Murray, Hynes, Hinkley
NAYS – 0

On motion of Thomas Hynes second by Kenneth Davie the Town Board approves the following designations for the year 2020:

- Atlantic Inland of Cortland as Fire Inspector
- Catskill Mountain News and Mountain Eagle as legal newspapers
- NBT Bank N.A. and Wayne Bank for Town banking
- Mostert, Manzanaro & Scott, LLP as Town CPA
- Mileage rate at IRS rate of \$.575/mile

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

On motion of Thomas Hynes second by Edward Raeder the Town Board approved the payment of mileage to Election Inspectors to attend Inspector training at the IRS rate of \$.575/mile.

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

NAYS-0

On motion of Carol Murray second by Thomas Hynes the Town Board approved the payment and/or reimbursement to officer for costs to attend training/meetings, required for the position, including meeting fee, lodging, meals and mileage if using own personal vehicle, for the Highway Supt., Dpty. Highway Supt., Town Clerk, Justice, Assessor Office Personnel, Bookkeeper/Parks Clerk and any other personnel approved by the Town Board to attend training.

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

NAYS-0

On motion of Thomas Hynes second by Carol Murray the Town Board approves payment to the Roxbury Library Association in the amount of \$17,500 as approved in the 2020 Town Budget.

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

NAYS-0

On motion of Thomas Hynes second by Edward Raeder the Town Board approved payment to the Roxbury and Grand Gorge Legion Posts in the amount of \$150 each as approved in the 2020 Town Budget.

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

NAYS-0

On motion of Carol Murray second by Edward Raeder the Town Board approved payment to the Roxbury and Grand Gorge Senior Clubs in the amount of \$500 each as approved in the 2020 Town Budget.

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

NAYS-0

RESOLUTION #14-DELAWARE COUNTY PLANNING DEPARTMENT CONTRACT

On motion of Thomas Hynes second by Kenneth Davie the following resolution was offered and adopted:

“RESOLVED, the Town Board approves the agreement with the Delaware County Planning Dept. in the amount of \$3,500 for services in the year 2020; and

BE IT FURTHER RESOLVED the Town Supervisor is authorized to execute the agreement with the Delaware County Planning Department for services in the year 2020.”

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

NAYS -0

RESOLUTION #15-TRANSFER FUNDS TO CAPITAL PROJECTS

On motion of Edward Raeder second by Carol Murray the following resolution was offered and adopted:

“RESOLVED, the Town Board authorizes the Bookkeeper to transfer funds throughout the year as needed from General Fund to Capital Projects to cover costs of projects that will be reimbursed to General Fund upon receiving money from funding sources.”

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

NAYS-0

On motion of Kenneth Davie second by Carol Murray the Town Board approved the following department reports:

*Town Clerk’s monthly report for December 2019 in the amount of \$1,111.60 (Town Clerk \$126.60 and Building Permits \$985.00)

*Assessor’s monthly report for December 2019

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

NAYS-0

No December 2019 reports were received for Supervisor (waiting for bank statement), Building Inspector, Water Districts or Justice Court (no invoice from State yet).

RESOLUTION #16- ROXBURY SEWER OVERAGE TO CAPITAL RESERVE FUND

On motion of Thomas Hynes second by Edward Raeder the following resolution was offered and adopted:
“WHEREAS, the Roxbury Sewer O&M Budget for the year 2020 was approved by NYCDEP in the amount of \$228,700 and
WHEREAS, NYCDEP’s portion has been determined to be \$187,055.58; and
WHEREAS, the household and commercial charges (“Town Charges”) per the formula have been determined to be \$41,704.42; and
WHEREAS, based on the actual household and commercial properties, the “Town Charges” to be collected is \$41,714.98 causing an overpayment of \$10.56;
NOW, THEREFORE BE IT RESOLVED, per approval by NYCDEP, the Town Board approves the transfer of \$10.56 from Roxbury Sewer savings to the Roxbury Sewer Capital Reserve Fund.”
AYES-5 Hynes, Raeder, Davie, Murray, Hinkley
NAYS-0

On motion of Carol Murray second by Kenneth Davie the Town Board approved a Petty Cash fund for the Town Clerk and Justice Clerk in the amount of \$100 each.
AYES-5 Murray, Davie, Raeder, Hynes, Hinkley
NAYS-0

On motion of Edward Raeder second by Kenneth Davie the Town Board approved a Petty Cash fund for the Tax Collector in the amount of \$25.00.
AYES-5 Raeder, Davie, Murray, Hynes, Hinkley
NAYS-0

RESOLUTION #17-AGREEMENT FOR THE EXPENDITURES OF HIGHWAY MONEYS

On motion of Kenneth Davie second by Thomas Hynes the following resolution was offered and adopted:
“RESOLVED, 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, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. General Repairs-the sum of \$124,000 shall be set aside to be expended for primary work and general repairs upon 112 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks of renewals thereof
2. Permanent Improvements-the sum of \$457,000 shall be set aside to be expended for the permanent improvement of Town Highways for the following roads: Al Pekrul, Andrew Gray, Ballard, Bed Hollow, Briggs, Burroughs Memorial, Dugan Hill, Fairway Drive, Hardscrabble, John B. Hewitt, Kuhn, Matt Schwillie, Robbins, Sherwood, Walker and John Shultis.

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

No action was taken on filling the vacancies on the Schoharie Watershed advisory Committee.

Discussion took place on a new truck for the Highway Dept. The purchase would have to be done by bonding the amount needed and the Town Board will have to determine whether it will be a 5 year Bond Anticipation Note or a Statutory Installment Bond.

RESOLUTION #18-APPROVE ORDERING NEW HWY. TRUCK

On motion of Kenneth Davie second by Edward Raeder the following resolution was offered and adopted:
“RESOLVED, the Town Board authorizes the Highway Supt. to order a new 2021 Western Star truck with Henderson Snow Equipment, per Onondaga County Contract #8996 in the amount of \$256,500.”
AYES-5 Davie, Raeder, Murray, Hynes, Hinkley
NAYS-0

No action was taken on changing Building Permit fees as the Town Board is awaiting to hear from the Building Inspector.

The following 2019 annual list/reports were distributed to the Town Board:
*Building Permits issued and fees collected

- *Open Building Permit list
- *Highway Equipment list
- *Town Clerk report of sales and receipts
- *Planning Board report of training hours

A reminder was given the Highway Contract and Shared Services agreements with all named Towns expires 12/31/2020.

RESOLUTION #19-APPROVE PAYMENT OF BILLS

On motion of Thomas Hynes Second by Kenneth Davie the following resolution was offered and adopted: “RESOLVED, the bills have been audited and ordered paid in the following amounts:

General #1-14	\$21,400.70	Denver Water #1	\$1,495.38
Highway #1-9	\$10,950.26	Roxbury Sewer #1-2	\$17,703.90
Roxbury Water #1	\$671.75	Denver Sewer #1-2	\$190.15
Grand Gorge Water #1	\$1,007.63	Special Lights #1	\$23.36

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

Supervisor Hinkley presented Thomas Hynes with a plaque from the Town recognizing his 36 years of dedicated service as Supervisor. Mr. Hynes stated that he enjoyed his tenure in that position.

On motion of Carol Murray second by Edward Raeder the meeting adjourned at 8:35 pm.

THIS IS A TRUE COPY

Diane Pickett, Town Clerk
 Allen Hinkley, Supervisor
 Edward Raeder, Councilman
 Kenneth Davie, Councilman
 Thomas Hynes, Councilman
 Carol Murray, Councilwoman

