

**ROXBURY TOWN BOARD**  
**Organizational Meeting**  
**January 4, 2021**  
**Town Hall**

**Call To Order** 7:00 pm  
Pledge of Allegiance  
**ELECTED OFFICIALS – TAKE OATH OF OFFICE**  
**APPOINTED OFFICIALS – TAKE OATH OF OFFICE** (after appointed)

**Minutes** Dec. 14th Regular Meeting and Dec. 28th Year End Meeting

**Requests to Speak:** Michael Harrington – Water Project Updates  
Teresa Borst – re: short term rentals

**Department Reports:** Water / Sewer  
Planning  
Building & Grounds  
Highway  
Assessor  
Building Inspector  
Community Resources

**Old Business**

**New Business**

**Letters to the Board:** Roger Barchitta-Squire Hill Rd. issue  
Judge Gockel-change her court time to Wed. @ 4:00 pm

**Discussion from residents**

**ISSUES FOR DISCUSSION**

- Resolution – Appointments & Committees
- Resolution-Supv. appointment of Deputy Supv.
- Resolution-Supv. appointment of Bookkeeper
- Resolution-Hwy. Supt. appointment of Dpty. Hwy. Supt.
- Resolution-Town Clerk appointment of Dpty. Town Clerk #1
- Resolution – Tax Collector appointment of Deputy Tax Collector (?)
- Resolution-Planning Board vacancy term 1/1/20-12/31/22
- Resolution-reappoint Michael Mathis and Lewis Wendell to Historic Commission (terms thru 12/31/23)
- Resolution-reappoint Edward Hinkley and Brad Zambri to Planning Board (terms thru 12/31/25)
- Resolution-Official Undertaking manner and verbiage for Elected & Appointed officials
- Resolution-Town Board Meeting Schedule for 2021 (2<sup>nd</sup> Mondays @ 7 pm @ Town Hall, April & August @ GG Civic Center and November meeting is Thursday Nov. 4th)
- Resolution-Planning Board meeting schedule for 2021 (third Wednesday of month @ 7:30 pm @ Town Hall)
- Resolution-Historic Preservation meeting schedule for 2021 (Jan, Apr, Jun, Oct the 3<sup>rd</sup> Friday @ 10:00 am @ Town Hall)
- Resolution- reviewed and re-adopt or changes needed for following policies:
  - Procurement Policy
  - Investment Policy
  - Sexual Harassment Policy
  - Computer Use Policy
  - Local Privacy Notification Policy
  - Code of Ethics

- Travel Re-Imbursement Policy
- Section 504 Grievance Procedure
- Workplace Violence Prevention
- Employee Handbook
- Drug Free Awareness Program
- Limited English Proficiency Policy
- Resolution-Building Inspector agreement reviewed and re-adopt or changes
- Resolution-MARK Project Inc. contract reviewed and re-adopted or changes needed (\$16,000)
- Resolution-designate Supervisor & Deputy Supervisor as check signers
- Resolution-approve/change following designations:
  - Atlantic Inland of Cortland as Fire Inspector
  - Mountain Eagle official newspaper
  - NBT Bank N.A & Wayne Bank for banking
  - Mostert, Manzanaro & Scott, LLP as Town CPA
  - Mileage rate per IRS \$.56/mile
- Resolution-payment to Election Inspectors for mileage to attend annual Election Inspector training
- Resolution-payment of costs to attend training/meetings required for the position, including lodging and meals for Supervisor, Highway Supt/Dpty Hwy Supt., Town Clerk, Justice, Assessor Office personnel, Bookkeeper, Parks Director, Building Inspector and Town Board
- Resolution-approve payments to:
  - Roxbury Library Assoc. \$17,500 as budgeted
  - Legion Posts \$150 each as budgeted
  - Roxbury & GG Sr. Clubs \$500 each as budgeted
- Resolution-Delaware County Planning Dept. contract for 2021 in the amount of \$3,500
- Resolution-approve the following department reports:
  - \*Town Clerk monthly report for December 2020
  - \*Supervisor's monthly report for November 2020 (if ready)
  - \*Assessor's monthly report for December 2020
  - \*Building Inspector monthly report for October – December 2020
  - \*Water monthly report for December 2020 (if ready)
  - \*Justice Court monthly report for November 2020 (if ready)
  - \*Dog Control annual report for year 2020 (if ready)
- Resolution-Transfer Roxbury Sewer District funds to Roxbury Sewer Capital Reserve Fund \$2,564.36 per 2021 O&M Budget
- Resolution- approve Petty Cash:
  - Town Clerk \$100
  - Justice Clerk \$100
  - Tax Collector \$25
- Resolution – Agreement for the Expenditures of Highway Moneys
- Resolution-Scenic Byways
- Resolution-GeoLogic contract amendment #4 R/GG Water Project (from 12/28 mtg)
- Resolution-amend Employee Handbook to reflect Highway Contract for Health Insurance, day after Thanksgiving and Christmas off and insurance buyout (from 12/28 mtg)
- Resolution-waive renewal application for Sr. Exemption 2021 Tax Roll (from 12/28 mtg)
- Resolution-SEQRA Midrox Purchase
- Resolution – amend Highway Contract re: insurances?
- Rosa Siltanen water leak bill (from 11/5 mtg)
- Rat issue @ GreenDel Sanitation facility
- Building Permit fees – change?
- Annual Building Permit report thru 12/31/20 distributed to Town Board
- Open building permit list distributed to Town Board
- Highway Equipment list thru 12/31/20 distributed to Town Board
- Planning Board training hours report thru 12/31/20 distributed to Town Board

- Town Clerk Annual report thru 12/31/20 distributed to Town Board

**Audit**