

DRAFT MINUTES

October 10, 2022

The regular meeting of the Roxbury Town Board was held October 10, 2022 at 7:00 pm at the Town Hall. Present were: Supervisor Allen Hinkley, Councilmen Edward Raeder, Kenneth Davie, Michael Hynes and Deanna Osborn, Assessor Clerk Stephanie Seminara, Budget Officer Beth Bush, Parks Director Denise Johnston, 9 highway employees and 5 residents. Available via Zoom: Water/Sewer Operator Christopher Mattice, Attorney Lindsay Dodd and 2 residents.

The meeting was called to order at 7:00 pm with the Pledge of Allegiance.

On motion of Deanna Osborn second by Kenneth Davie the Town Board approved the Minutes of the September 12, 2022 public hearing and regular meeting, September 22, 2022 Special Meeting and the October 4, 2022 Special Meeting/Budget Workshop.

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

NAYS-0

Andrew Hinkley and Michael Bird, new owners of 53158 State Hwy 30 (previous Julia Menne) were present to discuss their project of renovating the barn for a meadery and possible wedding venue. The project will require water and sewer hookup, Town Site Plan Review and a building permit.

One resident arrived at 7:09.

The meadery is expecting to open the summer of 2023. Supv. Hinkley stated NYCDEP will need to approve the sewer hookup. Renderings of the proposed work is on display at the Town Hall.

One resident arrived at 7:13 pm.

David Rainbird, Website Coordinator presented the Town Board with a draft website to date.

Margaret Ellsworth will present the Downtown Revitalization Initiative (DRI) grant application to the reviewing panel on Thursday and will have a trial run by zoom on Wednesday.

Parks Director Denise Johnston submitted a written report to the Town Board and also stated the park buildings will be closing down tomorrow, bathrooms will be winterized and the repairs on the refrigerator are expected to be completed soon.

Water/Sewer Operator Christopher Mattice submitted written reports to the Town Board and also discussed the following: 1) Roxbury Sewer – upgrades have been completed on the upgrade to the HC2 pump, 2) Three Water Districts – new lead and copper rules will go into effect 2024 so he has started to work on what is needed and requested doing a mailing to gather information from each owner to determine the type of piping in use as a requirement of the new rule.

Highway Supt. William Sprague was not present but submitted a written report to the Town Board: 1) crews have been cutting dead trees from roadsides; 2) hauling in sand to stockpile for winter; 3) when leaves finish falling crews will be cleaning ditches to prevent blockages; 4) at the end of this week, the new truck is expected to be delivered to Allegiance Trucks in Hudson for final inspection; and 5) as soon as he gets approval from NYSDOT for placement of the speed signs he will put in a dig notice for all sites and hopefully install before snow falls.

Michael Harrington was not present but submitted a written report on the Water and Sewer Projects:

Denver Water Project

*The use of the remaining Hubbell Contract 6 budget (about \$6,800) is still pending.

Roxbury and Grand Gorge Water Project

*There are no pay applications pending at this time.

*The new Roosevelt/Lake loop is now in service; some restoration work remains.

*Hubbell's Contract 8 Change Order No. 1 is now fully executed and has been submitted to DOH/EFC for processing.

*The Roxbury Hydrant and Valve Improvements (Contract 8A) design has been completed and submitted to DOH and DOT for approval. The work in the DOT ROW is limited, so I'm hoping the DOT permit conditions will be minimal.

*Wellfield Controls work is ongoing and expected to be complete in November, allowing the start-up of new PW-3 and the Springs filtration system. Thereafter, work will continue with PW-2 and PW-1 improvements. I am having a conference call with Blizzard and the controls vendor (Aqualogics) tomorrow morning; later this week, I will have a project meeting/call with all wellfield contractors to coordinate continued work through the fall/winter.

Denver Wastewater

*Reminder: Lamont will coordinate with Dwight Brown at EFC and provide available information for the Clean Watersheds Needs Survey. This information is due in December.

An updated cost summary of the Water Projects was distributed to the Town Board.

The Assessor submitted a monthly report to the Town Board and Assessor Clerk Stephanie Seminara further reported the following: 1) a list of construction found with no building permit has been distributed to the Building Inspector and the Town Board; 2) distributed and discussed their request to increase the limits for the Aged Exemption sliding scale incomes 20% which would result in only a 2 to 5 cent per 1000 increase to all other taxpayers. If the Town Board approves the increase, they would also like to present it to Roxbury School and request they make the same increase. A local law would be needed to increase the limits. Attorney Dodd will prepare a draft local law and resolution for the November meeting.

Supervisor Hinkley stated quotes are expected soon for servicing the generators at the Town Hall and Highway Garage.

Quotes have been received from Locust Grove Enterprises for signs for the new Town Hall: Option #1 is for carved/engraved signs in the amount of \$3,365 and Option #2 is for printed signs in the amount of \$1,940.

Robin Factor expressed concerns for snow removal from sidewalks this winter and requested the Town Board look into the law enacted by Syracuse. Supervisor Hinkley discussed an ordinance that requires property owner clearance. Judith Maguire feels the owner should be responsible whether they are here all the time or not. Fines were also discussed. Attorney Dodd will look into the Syracuse Law.

RESOLUTION #96 – ENTER EXECUTIVE SESSION

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

“RESOLVED, motion made and seconded for the Town Board, Budget Officer Beth Bush and Roxbury Hwy Workers Association President William Schryver to enter into Executive Session at 7:48 pm to discuss contract issues.”

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

NAYS-0

William Schryver exited Executive Session at 8:42 pm.

RESOLUTION #97– RESOLUTION TO EXIT EXECUTIVE SESSION

On motion of Kenneth Davie second by Deanna Osborn the following resolution was offered and adopted:

“RESOLVED, motion made and seconded for the Town Board and Budget Officer to exit Executive Session and return to the regular meeting at 8:50 pm.”

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

NAYS-0

Supervisor Hinkley stated no decisions were made as a result of Executive Session.

On motion of Michael Hynes second by Deanna Osborn the Town Board approved the following department reports:

*Town Clerk monthly report for September 2022 in the amount of \$3,976.50 (Town Clerk \$1,676.50 and Building Permits \$2,300.00)

*Supervisor's monthly report for August 2022

*Water District monthly report for September 2022 reflecting the following receipts: Denver \$506.66. There were no figures for Roxbury and Grand Gorge.

*Assessor's monthly report for September 2022

*Justice Court monthly report for August 2022 in the amount of \$2,926.00

*Parks Dept. monthly report for October 2022

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

NAYS-0

RESOLUTION #98 - PRE-APPROVAL BILLS

On motion of Michael Hynes second by Deanna Osborn the following resolution was offered and approved:

“RESOLVED, the Town Board has audited the following vouchers and invoices and approves payment to the vendor prior to the next Town Board meeting, should funds be received from the funding source, with said vouchers to be included on the next abstract of bills after payment:

Project	Req #	Vendor	Amount
Grand Gorge Water Project	29	Lamont Engineers PC	\$494.37
Roxbury Water Project	29	Lamont Engineers. PC	\$1734.23

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

NAYS-0

No action was taken on the proposed Highway Contract.

Sealed bids for Fuel Oil and Winter Blend were advertised and opened on October 7, 2022 at 2:00 pm at the Town Hall. A total of two bids were received and were as follows per gallon:

Vendor	Fluctuating Price	Fixed Price	Cert of Non-Coll.
FUEL OIL			
Mirabito Energy Products	$3.5632 + .3250 = \$3.8882$	\$4.3954	Yes
Main Care Energy	$3.5632 + .2090 = \$3.7722$	No Bid	Yes
WINTER BLEND			
Mirabito Energy Products	$4.2484 + .3250 = \$4.5734$	\$5.1954	Yes
Main Care Energy	$4.2484 + .249 = \$4.4974$	No Bid	Yes

On motion of Deanna Osborn second by Kenneth Davie the Town Board awarded the bids to Mirabito Energy Products for Fuel Oil fixed price \$4.3954/gallon and Winter Blend fixed price \$5.1954.

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

NAYS-0

On motion of Edward Raeder second by Deanna Osborn the Town Board renewed the MVP Dental Plan for the period 12/1/22-11/30/23 at the following rates per month: Single \$43.33; 2 Person \$88.53 and Family \$158.61.

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

NAYS-0

On motion of Kenneth Davie second by Deanna Osborn the Town Board approved the proposal of Locust Grove Enterprises for three printed signs for the new Town Hall at a cost of \$1,940.00.

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

NAYS-0

Attorney Dodd discussed the new building code that will be required by year end. She will look at the Town's current building code law and will draft a proposed local law and resolution for the November meeting for the new minimum standards.

Two quotes were received for a new roof on the Denver Sewer building and were as follows: Premier Roofing \$13,560 and Cammer Construction \$6,600.

On motion of Deanna Osborn second by Kenneth Davie the Town Board accepted the proposal of Cammer Construction at a price of \$6,600.00.

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

NAYS-0

The Town Board discussed a local law to override the Tax Cap and set a Public Hearing. The Town Clerk stated she had not yet received a draft law from the attorney.

RESOLUTION #99 – PUBLIC HEARING TAX CAP

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

“RESOLVED, the Town Board will hold a Public Hearing on November 10, 2022 at 6:45 pm to hear all comments on a draft Local Law #1 to override the Tax Cap for the 2023 Town Budget.”

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

NAYS-0

RESOLUTION #100 – SCHEDULE PUBLIC HEARING 2022 PRELIMINARY BUDGET

On motion of Deanna Osborn second by Edward Raeder the following resolution was offered and adopted:

“WHEREAS, a Budget Workshop was held on October 4, 2022 to discuss the 2023 Tentative Budget; and

WHEREAS, the Preliminary Budget for the Town of Roxbury for the fiscal year 2023 has been completed and filed in the office of the Town Clerk where it is available for inspection during regular business hours;

NOW THEREFORE BE IT RESOLVED, the Town Board will hold a Public Hearing on the 2023 Preliminary Budget at 6:45 pm on November 10, 2022 in the Town Hall at which time any person may be heard in favor of or against the proposed budget or any item therein; and

FURTHER RESOLVED, Pursuant to Section 108 of the Town Law, the proposed salaries of elected officials are as follows: Councilman (4) \$5,686.60 ea., Justice (2) \$9,854.86 ea., Supervisor \$16,484.07, Tax Collector \$10,996.14, Town Clerk \$50,969.10 and Highway Supt. \$66,500.00; and

FURTHER RESOLVED, the regular monthly meeting of the Town Board will be held immediately following any public hearings.”

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

NAYS-0

Discussion took place on the current building inspector contract to see if changes would be needed.

On motion of Kenneth Davie second by Deanna Osborn the Town Board agreed to use the same contract that is currently in effect.

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

NAYS-0

No action was taken on the Good Neighbor Policy.

Tire Day will be held October 22, 2022 at the lot beside the Roxbury Highway Garage. A Transfer

Station permit is required and there are other requirements for tires being brought.

No action was taken on contracting for Fire Inspector services for commercial properties.

No action was taken on the water issues with Mountainside Creamery. Supervisor Hinkley will speak with the Manager.

Supervisor Hinkley stated the new proposed meadery will need to submit an application to NYCDEP for sewer hookup and there will be very little water use.

A list was distributed to the Town Board reflecting those employees/department members who have not yet taken the mandatory training for Sexual Harassment & Discrimination and Workplace Violence Prevention.

On motion of Michael Hynes second by Kenneth Davie the bills were audited and ordered paid in the following amounts:

General #448-493	\$41,316.25	Denver Sewer #104-114	\$20,665.83
Highway #218-244	\$47,887.45	Special Light Districts #11-12	\$2,586.05
Roxbury Water #78-84	\$2,591.83	Capital Projects:	
Grand Gorge Water #83-91	\$2,614.36	Roxbury Water Proj #75-79	\$77,740.64
Denver Water #63-67	\$2,420.78	Grand Gorge Water Proj #80-82	\$1,966.55
Roxbury Sewer #71-80	\$18,746.29	ARPA Funds #83	\$3,000.00

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

NAYS-0

Reminders were given:

*Election Day is November 8, 2022

*November regular meeting will be November 10, 2022

*LVDV Operations water/sewer contracts expire 12/31/22

ARPA fund balance to date: \$165,651.98.

On motion of Edward Raeder second by Kenneth Davie the meeting adjourned at 9:08 pm.

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Diane Pickett, Town Clerk
Allen Hinkley, Supervisor
Edward Raeder, Councilman
Kenneth Davie, Councilman
Michael Hynes, Councilman
Deanna Osborn, Councilwoman

October 24, 2022

A Special Meeting of the Town Board was held October 24, 2022 at 4:30 pm at the Town Hall to

discuss a proposed Local Law to override the Tax Cap Levy Limit and to discuss any other business that may come before the Town Board. Present were: Dpty. Supervisor Kenneth Davie, Councilmen Edward Raeder, Michael Hynes and Deanna Osborn, Assessor Clerk Stephanie Seminara and one resident. Available by phone: Supervisor Allen Hinkley and Attorney Lindsay Dodd.

The meeting was opened with the Pledge of Allegiance.

Attorney Dodd discussed the proposed Local Law to override the Tax Levy Limit.

RESOLUTION #101 - RESOLUTION OF THE ROXBURY TOWN BOARD ACCEPTING PROPOSED LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-c AND SCHEDULING PUBLIC HEARING FOR SAME

On motion of Michael Hynes second by Deanna Osborn the following resolution was offered and adopted:

“WHEREAS, on June 24, 2011, the New York State Legislature enacted Chapter 97 of the NYS Laws of 2011, hereinafter referred to as the “General Municipal Law §3-c”;

WHEREAS, General Municipal Law §3-c expressly authorizes local governments to override the tax levy limit by the adoption of a local law approved by a vote of at least sixty percent (60%) of the total voting power of the governing body (in this case, the “Roxbury Town Board”);

WHEREAS, the Town’s Attorney has prepared a proposed Local Law to Override the Tax Levy Limit Established in General Municipal Law §3-c; and

WHEREAS, the Town Board has reviewed and modified the proposed Local Law to Override the Tax Levy Limit Established in General Municipal law §3-c; and

NOW, THEREFORE, BE IT RESOLVED that the proposed law is ready for consideration by the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board shall will hold a public hearing for consideration of the Local Law to Override the Tax Levy Limit Established in General Municipal Law §3-c on November 10, 2022 at 6:45 pm at the Town Hall; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby authorized and directed to publish notice of said hearing in the Mountain Eagle, and to post copies of such notice in the manner provided by law.”

WHEREUPON, the Resolution was put to a vote and recorded as follows:

AYES-4 Hynes, Osborn, Raeder, Davie

NAYS-0

ABSTAIN-1 Hinkley

Discussion took place on the next stage of work to be completed for hydrant and valve work for the Roxbury Water Project.

On motion of Edward Raeder second by Deanna Osborn the Town Board authorized Lamont Engineers, PC to advertise bids for hydrant and valve work as part of the Roxbury Water Project, Contract 8A.

AYES-4 Raeder, Osborn, Hynes, Davie

NAYS-0

ABSTAIN-1 Hinkley

Discussion took place on Change Order #2 submitted by Hubbell, Inc. in the amount of \$1,569.85 for pavement work needed as a result of the work that looped the Roosevelt Ave. water line to the Lake St. water line.

RESOLUTION #102 – HUBBELL CHANGE ORDER #2 ROXBURY WATER PROJECT

On motion of Deanna Osborn second by Michael Hynes the following resolution was offered and adopted:

“WHEREAS, on June 12, 2022 the Town Board awarded a bid to Hubbell, Inc., as low bidder for Contract #8, Roosevelt Ave. and Lake Street Loop, as part of the Roxbury Water Project,

in the amount of \$94,811; and

WHEREAS, on Sept. 12, 2022 the Town Board approved Change Order #1 for Hubbell, Inc., Contract #8, for additional exploration to find the existing main and for additional pipe length needed at an increase of \$3,613.83; and

WHEREAS, Hubbell, Inc. has submitted Change Order #2, for Contract #8, as an increase of \$1,569.85 for the installation of additional pavement at 160 Lake under the Roxbury Water Project;

NOW, THEREFORE BE IT RESOLVED, the Town Board approves Change Order #2, Hubbell, Inc., Contract #8, Roxbury Water Project, at an increase of \$1,569.85 for installation additional pavement at 160 Lake Street; and

FURTHER RESOLVED, the Town Supervisor is authorized to execute Change Order #2.”

AYES-4 Osborn, Hynes, Raeder, Davie

NAYS-0

ABSTAIN-1 Hinkley

Councilman Raeder stated he had received calls for the pickleball team who again requested use of the Civic Center gym. The Town Board approved use and any fees would be a donation.

Councilman Raeder also received a call from Lindsay O’Brien who requested use of the Civic Center for home schooling. The Town Board approved use and any fees would be a donation.

On motion of Deanna Osborn second by Edward Raeder the meeting adjourned at 4:38 pm.

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Diane Pickett, Town Clerk
Allen Hinkley, Supervisor
Kenneth Davie, Dpty. Supervisor
Edward Raeder, Councilman
Michael Hynes, Councilman
Deanna Osborn, Councilwoman