ROXBURY TOWN BOARD Organizational / Regular Meeting January 3, 2023 Public Hearing Town Hall

Part of our meeting is set aside for public comments. During this time, members of the community have the opportunity to comment to the board on matters of interest. Comments will be given in a civil manner, will be of reasonable duration, and will respect the privacy of all individuals. Specific questions will be passed along to the appropriate employee who will respond with the information requested in the days following the meeting. Questions of general interest will be referred to the administration for inclusion as a future Board agenda item.

Call To Order 5:55 pm Public Hearing-Restore NY Fund app Reed's Hotel

6:00 pm Organizational/Regular Meeting

Pledge of Allegiance

Minutes Dec. 12 Regular Meeting and Dec. 27 Year End Meeting

Requests to Speak: Michael Harrington – Water Project Update

Department Reports: Water / Sewer

Planning

Building & Grounds

Highway Assessor

Building Inspector Parks Dept. & Grants

Old Business New Business

Letters to the Board:

Discussion from residents

ISSUES FOR ADOPTION/DISCUSSION

- Resolution Appointments & Committees
- Supervisor appointment of Deputy Supv. (Kenneth Davie)
- Supervisor appointment of Bookkeeper (beth Bush)
- Hwy. Supt. appointment of Dpty. Hwy. Supt. (Ralph Sprague)
- Town Clerk appointment of Dpty. Town Clerk #1 (Stephanie Seminara)
- Tax Collector appointment of Deputy Tax Collector (Carolynn Faraci)
- Resolution-reappoint Margaret Ellsworth and Christine O'Shaughnessy to Historic Commission term 1/1/23-12/31/25
- Resolution-reappoint David Cowan and Kevin DePodwin to Planning Board 1/1/23-12/31/27
- Resolution-Official Undertaking manner and verbiage for Elected & Appointed officials
- Resolution-
 - Town Board Meeting Schedule for 2023 (2nd Mondays @ <u>6 pm</u> @ Town Hall, April & August @ GG Civic Center and November meeting is Thursday Nov. 9) CHANGES FOR HOLIDAYS
 - 2. Planning Board meeting schedule for 2023 (third Wednesday of month @ 7:30 pm @ Town Hall)
 - 3. Historic Preservation meeting schedule for 2023 (Jan, Apr, Jul, Oct the 3rd 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 adopt or changes needed
- Resolution-designate Supervisor & Deputy Supervisor as check signers
- Resolution-approve/change following designations:
 - Appoint new 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 \$.655 for personal car use for business
- 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 Sr. Club \$500 as budgeted

Catskill Recreation Center \$2,500 as budgeted (need contract?)

- Resolution-Delaware County Planning Dept. contract for 2023 in the amount of \$3,500
- Resolution-approve the following written department reports:

*Town Clerk monthly report for December 2022 in the amount of \$10,258.25 (Town Clerk \$533.25 and Building Permits \$9,725.00)

- *Supervisor's monthly report for November 2022
- *Assessor's monthly report for December 2022
- *Water monthly report for December 2022 reflecting receipts in the following amounts: Denver \$136.40
- *Building Inspector monthly report for November December 2022 (None Rec'd)
- Resolution-Transfer Roxbury Sewer District funds to Roxbury Sewer Capital Reserve Fund \$2,050.83 per 2023 O&M Budget
- Resolution- approve Petty Cash:

Town Clerk \$100

Justice Clerk \$100

Tax Collector \$25

- Resolution Support RESTORE NY Application Reeds Hotel
- Resolution re-advertise RFP for Comp Plan services
- Resolution Highway Radios quote & use ARPA Funds (?)
- Resolution Highway software quote to track repair orders, parts and maintenance schedules
- Resolution Friendly Neighbor Policy
- Resolution draft Verizon Cell Tower lease on Denver Water Tank property
- Building Permit fees change?
- Resolution Roxbury Water acct #45 meter replacement charge owner or not?
- Annual Reports 12/31/22 distributed to Town Board:
 - *Building Permit report, bldg. permit activity list and open building permit list
 - *Highway Equipment list
 - *Planning Board training hours
 - *Town Clerk Annual receipts/disbursements
 - *Water Project cost summary
 - *Dog license enumeration funds collected
 - *Mandatory Training (Harassment & Discrimination and Violence Prevention) list of people not taken

AUDITS

REMINDERS: This is the only meeting for January unless a Special meeting needs to be called for a specific purpose