

## DRAFT MINUTES

November 9, 2023

Two Public Hearings and the regular monthly meeting of the Town Board was held November 9, 2023 at 5:48 pm at the Town Hall and via Zoom. 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 and 22 people in the audience. Present on Zoom: Town Attorney Kristin Pratt 4 others. Absent: Highway Supt. William Sprague.

Public Hearing #1 – called to order at 5:48 pm. The Public Hearing was to hear all comments regarding the 2024 Preliminary Town Budget.

\*Mary Jean Scudder, Director of the Roxbury Library Association read and distributed a statement about the Library and it's funding. The Library is requesting more funding from the Town in 2024 than the \$20,000 budgeted.

\*Renate Rennie of the Roxbury Library also requested additional Town funding as much repair work is needed.

\*Robin Factor also requested more Town funding for the Library and requested a more clear budget format to help the public understand the budget better, requested what the Town's total debt is and suggested selling any assets so more money can be given to the Library.

The Public Hearing closed at 6:08 pm.

Public Hearing #2 – called to order at 6:08 pm. Fifteen people were in the audience. The Public Hearing was to hear all comments regarding the proposed Local Law to override the tax levy limit for the 2024 Town Budget.

\*Renate Rennie questioned whether the override is done every year. Supervisor Hinkley responded it's only when needed and added there are no longer any implications for going over the tax cap.

\*Esther DeJong questioned how far the budget is over the limit. It was stated the budget handout reflects the current tax limit is 2.82% and the preliminary budget is 6.89%.

\*Michael Martin questioned whether, if not passed, would amounts would be taken from other areas of the budget.

\*Another woman questioned if the Town has emergency funds.

The Public Hearing closed at 6:12 pm.

The regular meeting was called to order at 6:12 pm with the Pledge of Allegiance.

On motion of Kenneth Davie second by Deanna Osborn the Town Board approved the Minutes of the October 10, 2024 regular meeting.

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

NAYS-0

A written report was received from Michael Harrington regarding the status of the Water and Sewer Projects:

### Roxbury and Grand Gorge Water Project

\*Wells PW-3 and PW-1 are running off the new controls system.

\*Evergreen is concerned about the extent of dewatering that may be needed at PW-2 to install the new pitless unit. They are considering the use of the existing well pump to help dewater the formation while the work is being done; a site visit is scheduled for 11/1 to evaluate the feasibility.

\* Evergreen has told us they will be scheduling the final work at the Springs soon. The Grand Gorge controls start-up will be able to occur after the revised location of the control panel is confirmed (Blizzard is working on this now).

\*Tweedie has provided cost documentation for the extra work that was conducted. I have reviewed this in conjunction with our field staff and I recommend approval of Change Order No. 1.

\*We received DOH approval for Contract 9 (Vega Mtn. Rd. water main). Upon approval from DOH,

Hubbell was authorized to install 30 LF of 8" replacement pipe on Kevin DePodwin's property so that expensive restoration of his new landscaping could be avoided. The work went well and was done at a very fair price. We have submitted this contract to EFC/DOH for approval.

\*We are out to bid on Contract 9 now. We already have several bidders interested. A pre-bid meeting will be held on Tuesday 11/21 and bids will be received on Thursday 11/30.

\*You have pay applications from Hubbell and Tweedie for consideration tonight.

#### Denver Wastewater Study

\*We had a brief kick-off meeting with RRVA officials on 10/18. Chris Mattice will be giving a WWTP tour to RRVA officials.

\*Has the Town received an agreement from EFC yet?

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

Henry Lamont, of LVDV Operations, Inc, was present to discuss the following regarding the waters and sewers: 1) Sewer Operator, Kobi Anfimovas, has been transferred to the Boiceville Plant so Chris Mattice will be in charge of Roxbury Sewer and Eli Martin will be in charge of Denver Sewer; 2) David Whitbeck will be Chief Operator over Denver Sewer; 3) relief valves will be flushed between Roxbury and Grand Gorge; 4) Denver Sewer will have equipment upgraded and operators will check leaks in the collection system; 5) Roxbury and Denver Sewer Budgets have been completed; and 6) drainage work needed on the Roxbury Sewer line in Grand Gorge is still trying to be funded in the budget.

Councilman Edward Raeder reported Gilboa-Conesville Central School has requested an agreement for use of the Grand Gorge Civic Center as a secondary evacuation site in case of an emergency; 2) Terry Tweedie of the Office of the Aging has requested use of the Civic Center to hold Bingo and an exercise class in the cafeteria; 3) a person is looking into seeing if there is enough interest to have Tai-Chi classes to possibly be held at the Civic Center; 4) the roof drains at the Civic Center need to be cleaned out before winter. Supervisor Hinkley will contact Titan Roofing to schedule the work; and 5) a Corn Hole League has requested use of the Civic Center for games. A copy of their insurance certificate is required and payment will be based on the number of players each week.

The Town Board approved use of the Civic Center for the Office of the Aging activities and requested a donation for use by the Corn Hole League.

Supervisor Hinkley reported that Steve Cammer will look into the leak at the old Town Hall.

Councilman Edward Raeder questioned if any repairs had been done yet in the Town Hall basement regarding water and electric panels. Supervisor Hinkley stated Hinkley Electric will be making the repairs and there is no danger.

Highway Supt. William Sprague submitted a written report for the Town Board as follows: 1) equipment is ready for winter; 2) have let BOCES use highway equipment as training for the construction program there; 3) the salt shed is full and crews will keep hauling throughout the winter; 4) crews have been cutting down dead trees and will continue to do so as weather permits; 5) replaced a culvert pipe at the intersection of Upper and Lower Meeker Hollow with the help of Town of Middletown men due to the backhoe being down for repairs; and 6) winter hours have begun for 6 am – 2:30 pm and Dec. 1<sup>st</sup> will be 5 am – 1:30 pm.

Michael Martin, of the Sr. Meal Site, stated a NYS Inspection was conducted at the site and it was found the freezer room walls need to be painted. He also invited everyone to a Craft Fair at the Civic Center on December 2<sup>nd</sup> that will have several vendors.

One person arrived at 6:32 pm.

The Assessor submitted a written report to the Town Board and Stephanie Seminara, Assessor Clerk discussed the following: 1) offered to print a mailing list for the Library to send their flyers; 2) expressed concerns with the County server having been compromised which has affected access to the RPS system. It has resulted in not being able to do several things and causing problems with entering photos; 3) the re-valuation is on track but hundreds of photos are still missing. Informational meetings were held with more to take place in January or February adding that modeling work has been completed; and 4) the final two Small Claims cases have resulted in no changes in assessment.

Supervisor Hinkley stated building permit fees are being worked on for changes and appointing a Fire Inspector is moving forward.

Parks, Director, Denise Johnston, submitted a written report to the Town Board:

COMPLETED/ONGOING: 1)\_Jacob Davis shut the water in the barn and kitchen; 2)\_Main Care will shut gas next week; and 3) the RHPC had a meeting on October 20<sup>th</sup>.

UPCOMING EVENTS: 1) All 2023 events are finished and all money has been collected; 2) Scheduling for 2024 is ongoing; and 3) Next year's meetings for RHPC will remain quarterly on the third Friday of the month at 10:00 am.

OTHER: She is still working with the Town Attorney to see if we can allow volunteer workers from RCS. She has also contacted RCS to see if they have any agreements in place that we could look at. Nothing will happen officially until everyone is in the loop and in agreement.

Discussion took place on keeping the park buildings open all year for use. Issues arise with the water lines not being in the ground deep enough. The Town Board will discuss the options discussed and grants will be looked into next year for funding options.

Margaret Ellsworth of the MARK Project, Inc. discussed the following: 1) NYS DOT (TAP) program application for Grand Gorge & Roxbury sidewalks, etc. is due in January; 2) the Roxbury/Grand Gorge DRI grant project was presented in Binghamton and feedback was good. Any award will be between December and March; 3) a Main Street Program grant was awarded to the Kirkside Project in the amount of \$500,000; and 4) the Comprehensive Plan committee and director have been working diligently interviewing focus groups and the public was assured that all areas of the Town are being represented and heard.

Supervisor Hinkley stated all comments or questions regarding the Comprehensive Plan Update should be sent to Councilman Michael Hynes, who is the liaison between the Committee and Town Board. Judith Maguire stated questionnaires will be sent to all businesses in case they cannot attend any of the meetings.

Renee Barchitta commented that Roxbury buildings are looking beautiful due to having work done with grant funds.

All were invited to a Deck the Halls gala at Kirkside Project on December 9<sup>th</sup>.

No action was taken by the Town Board on the following old business items on the agenda: Highway Contract matters, Cell Tower lease at Denver Water, CDBG audit items and updating the Fair Housing Law.

#### RESOLUTION #56 – REVISE FAIR HOUSING POLICY

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

WHEREAS, the Town Board of the Town of Roxbury adopted a Fair Housing Policy on September 11, 2000; and

WHEREAS, said Fair Housing Policy names the Town Clerk as the Fair Housing Officer; and

WHEREAS, said Fair Housing Policy is being revised to specifically to name the Town Supervisor as the Town of Roxbury Fair Housing Officer;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Roxbury hereby:

1. names the Town Supervisor as the designated Fair Housing Officer. The contact information for said Fair Housing Officer is: Town of Roxbury Town Supervisor, 56 Hillcrest Drive, PO Box 189, Roxbury, NY 12474; Telephone: 607-326-7641; Email [townsupervisor@roxburyny.com](mailto:townsupervisor@roxburyny.com)
2. hereby directs the Town Clerk to publish this resolution in the official Town newspaper and to post a copy of this resolution on the Town's Official Bulletin Board and Town website."

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

NAYS-0

Eight emails were received from Renee Barchitta regarding marijuana and drug use concerns.

A letter was received from Jeanne Palmer questioning her water bill usage and meter readings. Water Supt. Chris Mattice has looked into the matter and finds the meter to be reading properly. Therefore, no credits will be applied to the account.

A letter was received from Renee Barchitta expressing concerns with Comprehensive Plan interviews and Grand Gorge not being represented fairly.

On motion of Kenneth Davie second by Edward Raeder the Town Board supports the application of Headwaters Emergency Medical Services for Ambulance Certification for the Towns of Stamford, Kortright and Harpersfield and the Town Supervisor is authorized to send a letter of support for same.

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

NAYS-0

Robin Factor requested the Town Board not vote on the budget until they weigh all comments from the public.

#### RESOLUTION #57-ENTER INTO EXECUTIVE SESSION

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

"Motion made and seconded for the Town Board and Diane Pickett, Town Clerk to enter into Executive Session at 7:04 pm to discuss contract and employee issues."

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

NAYS-0

The Town Clerk exited Executive Session at 7:26 pm.

#### RESOLUTION #58-EXIT EXECUTIVE SESSION

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

"Motion made and seconded for the Town Board to exit Executive Session and return to the regular meeting at 7:40 pm"

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

NAYS-0

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

On motion of Michael Hynes second by Edward Raeder the Town Board approved the following department reports:

- \*Town Clerk monthly report for October 2023 in the amount of \$3,747.25 (Town Clerk \$862.25 and Building Permits \$2885.00)
- \*Supervisor's monthly report for September 2023
- \*Assessor's monthly report for October 2023
- \*Water District monthly reports for October 2023 reflecting receipts in the following amounts: Denver \$3,397.30; Grand Gorge \$3,535.59 and Roxbury \$4,694.08
- \*Justice Court monthly report for September 2023 in the amount of \$2,181.00
- \*Parks Dept. monthly report for December 2023
- \*Dog Control Officer monthly report for January-October 2023

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

NAYS-0

RESOLUTION #59-CHANGE ORDER #1 TWEEDIE CONSTRUCTION

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

“WHEREAS, Tweedie Construction Services, Inc. was awarded Contract #8A-Roxbury Hydrant and Valve Improvements for the Roxbury Water Project in the amount of \$97,169; and

WHEREAS, additional time and material costs was required to locate the water main and make needed repairs; and

WHEREAS, additional costs for this work total \$12,541; and

WHEREAS, Tweedie Construction Services, Inc. has submitted Change Order #1 for these additional costs in the amount of \$12,541;

NOW, THEREFORE, BE IT RESOLVED, the Town Board, Town of Roxbury approves Tweedie Construction Services, Inc. Change Order #1 for Contract #8A- Roxbury Hydrant and Valve Improvements for the Roxbury Water Project as an increase of \$12,541 making the total cost of the contract \$109,710.”

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

NAYS-0

RESOLUTION #60 - RESOLUTION OF THE ROXBURY TOWN BOARD ADOPTING LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT FOR FISCAL YEAR 2024 AS ESTABLISHED IN GENERAL MUNICIPAL LAW §3-c

On motion of Edward Raeder second by Michael Hynes 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 FOR Fiscal Year 2024 as 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 for Fiscal Year 2024 as Established in General Municipal law §3-c; and

WHEREAS, the Town Board, at a Regular Meeting held on October 10, 2023 accepted the proposed Local Law to Override the Tax Levy Limit for Fiscal Year 2024 as Established in General Municipal Law §3-c for consideration, scheduled a public hearing for said proposed law, and authorized and directed the Town Clerk to publish notice of said hearing; and

WHEREAS, the Town Board held a public hearing on a Local Law to Override the Tax Levy Limit for Fiscal Year 2024 as Established in General Municipal Law §3-c on November 9, 2023 at 6:08 p.m. at the Town Hall, at which time interested persons were heard concerning the same;

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

BE IT FURTHER RESOLVED, that Local Law to Override the Tax Levy Limit for Fiscal Year 2024 as Established in General Municipal Law §3-c is hereby adopted pursuant to subdivision 5 of General Municipal Law §3-c; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby authorized and directed to, within 20 days following adoption of Local Law to Override the Tax Levy Limit for Fiscal Year 2024 as Established in General Municipal Law §3-c, file one copy of said local law in the Town of Roxbury Town Clerk's Office and one certified copy in the Office of the Secretary of State."

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

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

NAYS-0

On motion of Kenneth Davie second by Edward Raeder the Town Board tabled adopting the 2024 Town Budget to see where further cuts could be made and scheduled a Special Meeting for November 20, 2023 at 4:00 pm at the Town Hall to adopt a 2024 Town Budget.

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

NAYS-0

#### RESOLUTION #61 – UNPAID WATER TO TAXES

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

"WHEREAS, pursuant to subdivision 3 of Section 198 of the Town Law of the State of New York, all unpaid water rental balances due for the period ending September 30, 2023 must be received by November 1, 2023; and

WHEREAS, if said water balances are not received by November 1, 2023 said balance will be added to the taxes levied for the year 2024 and collected with such tax;

NOW, THEREFORE, BE IT RESOLVED, the Town Board approves the following unpaid water amounts to be added to said taxes levied for the year 2024: Denver Water \$1,672.88; Grand Gorge \$8,458.10 and Roxbury \$4,784.55."

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

NAYS-0

On motion of Deanna Osborn second by Edward Raeder the Town Board approved the total amount of \$46,319.71 to be charged to Roxbury Sewer property owners on the 2024 Town/County Tax bills as applicable per a property charge list as the annual sewer fee is only charged on the taxes.

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

NAYS-0

#### RESOLUTION #62 – SHARED SERVICES AGREEMENT WITH NYSDOT

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

"WHEREAS, the Town of Roxbury has a Shared Services Agreement in effect naming NYS Dept. of Transportation (NYSDOT) and other Towns through 12/31/24; and

WHEREAS, NYSDOT would like to renew their Shared Services Agreement naming the Town of Roxbury;

NOW, THEREFORE, BE IT RESOLVED, the Town Board, upon the request of the Town of Roxbury Highway Supt., approves a four- year Agreement with NYSDOT for shared highway services for the period 1/1/24-12/31/27;

FURTHER RESOLVED, the Town Board authorizes the Highway Supt. to execute said Agreement on behalf of the Town of Roxbury."

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

NAYS-0

The Town Board tabled hiring a Justice Clerk until the Justices can interview applicants and recommend who they would like hired.

RESOLUTION #63– GILBOA-CONESVILLE CENTRAL SCHOOL MEMORANDUM OF UNDERSTANDING FOR USE OF GRAND GORGE CIVIC CENTER

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

“WHEREAS, Gilboa-Conesville Central School desires to have a secondary evacuation site for students and staff in case of an emergency; and

WHEREAS, Gilboa-Conesville Central School requests use of the Town of Roxbury’s Grand Gorge Civic Center as a secondary evacuation site for their students and staff in case of an emergency;

NOW, THEREFORE, BE IT RESOLVED, the Town Board approves a Memorandum of Understanding for Emergency Facility Use of the Grand Gorge Civic that shall be entered into between the Town of Roxbury and Gilboa-Conesville Central School as a secondary facility for evacuation in case of an emergency as defined in said agreement and for the terms set forth in said agreement; and

FURTHER RESOLVED, the Town Board authorizes the Town Supervisor to execute said Agreement.”

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

NAYS-0

Discussion took place on snowflake holiday decorations being mounted on seven new poles on County Hwy 41. This would be an added expense for the lighting district as it would require a meter for use on each pole. The Town Board tabled the matter.

The Retirement reporting resolution for appointed employees previously approved this year by the Town Board did not have the full date of term so the resolution must be re-approved with the full dates.

RESOLUTION #64-AMENDED STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AND APPOINTED OFFICIALS

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

“BE IT RESOLVED, that the Town of Roxbury/xxxxx hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
ELECTED OFFICIALS									
None									
APPOINTED OFFICIALS									
Diane Pickett	xxxx	Rxxxxxxx	Denver Water Clerk	1/1/23-12/31/23	8	.17 Re-Cert		Semi-Mthly	
Diane Pickett	xxxx	Rxxxxxxx	Denver Sewer Clerk	1/1/23-12/31/23	8	.10 Re-Cert		Semi-Mthly	
Diane Pickett	xxxx	Rxxxxxxx	Roxbury Sewer Clerk	1/1/23-12/31/23	8	.10 Re-Cert		Semi-Mthly	
Carol Shultis	xxxx	Rxxxxxxx	Roxbury Water Clerk	03/30/23-12/31/23	8	.57		Monthly	
Carol Shultis	xxxx	Rxxxxxxx	Grand Gorge Water Clerk	03/30/23-12/31/23	8	.56		Monthly	
Beth Bush	xxxx	Rxxxxxxx	Bookkeeper	01/23-12/23	8	4.28 Re-Cert		Semi-Mthly	

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

NAYS-0

On motion of Kenneth Davie second by Edward Raeder the Town Board approved the transfer of \$100,000 from General Fund savings to Highway Fund checking to cover Highway costs until CHIPS funds are received at which time the Highway Fund will reimburse the General Fund.

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

NAYS-0

RESOLUTION #65 PRE-APPROVAL BILLS

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

“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	Total
<b>Roxbury Water Project</b>	33	Tweedie Construction	\$14,089.50	
		Hubbell Inc.	\$8,611.22	\$22,700.72

AYES-Osborn, Hynes, Raeder, Davie, Hinkley

NAYS-0

A Scenic By-Ways report was distributed to the Town Board for the period Jan – Oct 2023

A list of employees who have not yet taken the mandatory training for Sexual Harassment & Discrimination and Violence Prevention was distributed to the Town Board.

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

General #439-492	\$45,532.37	Denver Sewer #112-125	\$26,412.29
Highway #250-274	\$44,845.96	Special Lights #11	\$1,520.71
Roxbury Water #98-105	\$4,276.81	Capital Projects:	
Grand Gorge Water #96-104	\$4,462.33	Scenic By-Way #27	\$2,718.75
Denver Water #67-71	\$1,581.58	Denver Sewer Study #28	\$5,026.85
Roxbury Sewer #78-84	\$9,816.89		

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

NAYS-0

ARPA Fund balance \$81,521.23.

On motion of Deanna Osborn second by Edward Raeder the meeting adjourned at 7:56 pm.

THIS IS A TRUE COPY

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

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November 20, 2023

A Special Meeting of the Town Board was advertised held November 20, 2023 at 4:00 pm at the Town Hall. Present were: Supervisor Allen Hinkley, Councilmen Edward Raeder, Kenneth Davie, Michal Hynes and Deanna Osborn, Highway Supt. William Sprague, Budget Officer Beth Bush and 6 people in the audience.



The Special Meeting was called to discuss and adopt the 2024 Town Budget and to discuss any other business that may come before the Town Board.

Personnel/Highway Committeemen, Michael Hynes and Edward Raeder, have discussed the Highway budget with the Highway Supt. but they do not see where cuts can be made. Budget Officer Beth Bush stated there are needed changes in the General Fund and also in the Sewer Budgets due to having a final budget from the Sewer Operators.

Supervisor Hinkley stated there would be no additional money given to the Library in the budget, however, the Town Board is okay with using some ARPA funds toward the Library. He will speak with the Library to see what funds are needed.

**RESOLUTION #66 – ADOPT 2024 BUDGET**

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

“RESOLVED, the Town Board approves the following changes be made to the 2024 Preliminary Budget:

Fund	Account		Tentative	Adopted
General	A1110.4	Justice, CE		\$3,000
	A6772.4	Programs for Aging	\$5,000	\$500
	A2610	Fines	\$32,000	\$20,000
		Unexpended Balance	\$115,000	\$120,000
Denver Sewer	SS8110.4	Administration, CE	\$164,000	\$179,814
	SS8130.4	Treatment & Disp, CE	\$61,100	\$59,000
	SS8189.4	Misc., CE	\$31,000	\$27,556
	SS2770	DEP Subsidy	\$153,000	\$155,121
Roxbury Sewer	SS8110.4	Administration, CE	\$88,000	\$104,294
	SS8130.4	Treatment & Disp., CE	\$150,000	\$154,572
	SS8189.4	Misc., CE	\$38,000	\$42,000
	SS2770	DEP Subsidy	\$226,633	\$257,814.88

BE IT FURTHER RESOLVED, the Town Board adopts the 2024 Town Budget with the changes stated above.”

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

NAYS-0

Margaret Ellsworth discussed the NYSDOT Transportation Alternatives Program (TAP) grant that can be used for sidewalk repair/replace. The grant would be written by the MARK Project, Inc. at a cost of \$5,000. If awarded, the Town would be responsible for a 20% share and would have to maintain the work in the future. She also questioned, if awarded, who would be responsible to prioritize which sections of the sidewalks would be cut from funding should the award not cover all costs for all sidewalks in the application. Supervisor Hinkley stated the conditions of all sidewalks would be looked at before a decision is made.

**RESOLUTION #67– NYSDOT TAP GRANT APPLICATION**

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

“WHEREAS, the Town Board desires to submit a pre-application for NYSDOT Transportation Alternatives Program (TAP) grant funds; and

WHEREAS, the grant would be written by the MARK Project, Inc. at a cost of \$5,000;

NOW, THEREFORE, BE IT RESOLVED, the Town Board approves an agreement with the MARK Project, Inc., in the amount of \$5,000, to complete and submit a pre-application for NYSDOT TAP funds on behalf of the Town of Roxbury; and

BE IT FURTHER RESOLVED, the Town Board authorizes the Town Supervisor to execute any and

all paperwork associated with the grant applications for these funds.”

AYES-4 Hynes, Davie, Raeder, Hinkley

NAYS-0

ABSTAIN-1 Osborn (on MARK Project, Inc. Board)

RESOLUTION #68 – JUSTICE COURT AUDIT

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

“RESOLVED, the Town Board, Town of Roxbury acknowledges that pursuant Section 2019-a of the Uniform Justice Court Act the records of the Town Justice Court for the year 2022 have been examined by the firm of Mostert, Manzanero & Scott, LLP; and

BE IT FURTHER RESOLVED, that said examination report shall be filed with the State of New York Unified Court System.”

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

NAYS-0

A letter was received from Carol Shultis resigning as Grand Gorge and Roxbury Water Clerk effective 1/17/24 unless a replacement is hired earlier.

On motion of Deanna Osborn second by Kenneth Davie the Town Board regrettfully accepted the resignation of Carol Shultis as Grand Gorge and Roxbury Water Clerk effective 1/17/24 or sooner and authorized the Town Clerk to advertise for the position.

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

NAYS-0

Judge Stein has interviewed the applicants for the position of Court Clerk. He and Judge Gockel will inform the Town Board who they request be hired.

Judith Maguire questioned the amount of Town debt. A list will be given to her.

On motion of Kenneth Davie second by Deanna Osborn the meeting closed at 4:33 pm.

THIS IS A TRUE COPY

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