

DRAFT MINUTES

September 11, 2023

The regular monthly meeting of the Roxbury Town Board was held September 11, 2023 at 6:00 pm at the Town Hall and via Zoom. Present were: Supervisor Allen Hinkley, Councilmen Edward Raeder, Kenneth Davie, Michael Hynes and Deanna Osborn, Highway Supt. William Sprague, Assessor Clerk Stephanie Seminara and 19 people in the audience. Available on Zoom: Sewer Operator Kobi Anfimovas and 3 other people.

The meeting was opened with the Pledge of Allegiance.

On motion of Kenneth Davie second by Michael Hynes the Town Board approved the Minutes of the regular meeting held August 14, 2023.

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

NAYS-0

Four Boy Scouts were present from the Local Troop. Taran Davis was recognized by the Town Board for the excellent work he has done in Kirkside Park as he strives to obtain Eagle Scout status. Stanley Bullock and Alan Davis were also recognized as having assisted with the work.

Robin Williams spoke about programs and resources available through Delaware County. She has reached out to several of the agencies and is currently working on setting up a satellite office in Margaretville that would allow the local public a closer site to speak with representatives of the involved agencies. A fundraising mission is underway to help with this cause.

Andrew Williams, owner of the Watershed and the Good Grocer Store, expressed concerns with traffic control at the State Hwy 30 – Vega Mountain Rd. and County 41 intersection and parking issues involving the old Rt. 30 road in front of his restaurant and Roxbury Wine & Spirits. He presented the Town Board with drawings showing possible solutions involving crosswalks and lane painting on the road and further requested the Town speak with NYS DOT regarding the matter. Supervisor Hinkley will speak with NYS DOT.

Michael Harrington of Lamont Engineers was not present but submitted a written status report on the Water Projects as follows:

Denver Water

* The final drawdown has been completed. We are just waiting for final closeout paperwork from EFC to confirm the disposition of the remaining project funds (about \$6,800).

Roxbury and Grand Gorge Water Project

*After about a week of intermittent troubleshooting, PW-3 is now pumping the intended amount of water (242 gpm). Initially, the pumping rate was limited to only about 160 gpm since a malfunctioning well level transducer led us to believe the water level in the well was at the low alarm level. With the transducer issue corrected, the well has been operating properly for about 3 weeks now.

*Rehabilitation work at PW-1 (replacement pump) started on 9/1, but has been suspended due to the need to have Titan replace highly corroded column piping. The new piping could arrive later this week or early next week. In the meantime, electrical and mechanical work is being done with the hopes that a start-up can still be accomplished next week as scheduled. Once PW-1 is back on-line, the work on PW-2 (demolition of ex. building and new wellhead) will begin.

*A few loose ends remain to be addressed by Evergreen at the Springs. We expect those to be sorted out soon, so that we can obtain approval for operation (possibly in conjunction with PW-1). The Grand Gorge controls start-up will be able to occur after the revised location of the control panel is confirmed (still pending).

*Tweedie is busy with several other projects and has not yet been back to complete restoration work on Ct. 8A.

*Ct. 9 (Vega Mtn. Rd) is now being reviewed by DOH. The required easements for the work (from DePodwin and Benson/Leet) have been executed and recorded. The Depuy easement (for future relocation of the upper section of the main) is also progressing well and is expected within a few weeks. Once we obtain DOH approval, we can go to bid.

Denver Wastewater Study

*The Town should see an agreement from EFC soon.

*We have conducted initial regulatory outreach and have contacted Kevin Young to schedule a call to obtain his input relative to the study.

A summary of Water Project costs was distributed to the Town Board.

Sewer Operator, Kobi Anfimovas, reported a heater was installed at the Denver Sewer plant and while trying to clear the Roxbury Sewer force main in Grand Gorge, equipment got stuck but was taken care of.

Concerns were raised with issues at Town buildings:

Civic Center: the parking lot has many pieces of broken asphalt, stones, dirt and potholes. It was also requested to flatten the ramp going into the building as it is a hazard. Highway Supt. Sprague will look into the matter.

Town Hall: one emergency light is still not working and a list of other items presented to the Town Board will be looked into further.

Nancy Haney thanked the Martin family and others who have helped clean up the sidewalks in Grand Gorge.

Highway Supt., William Sprague reported crews are getting Cal Grant Road ready for work to be done next year, crews have helped other Towns with work and the plugged culverts on Bed Hollow Rd. have been cleared out.

The Assessor submitted a written report for the Town Board and Assessor Clerk, Stephanie Seminara also discussed the following: 1) they are on schedule with the re-valuation; 2) public information meetings will be scheduled and held in both Roxbury and Grand Gorge to discuss the re-valuation with the public; 3) problems with uploading photos still exists; 4) three Small Claims cases from Grievance Day have been heard by the Court with only one response to date where a modest reduction in assessed value was given; and 5) again expressed concerns with building without a permit.

Parks Director, Denise Johnston submitted a written report as follows:

*We had a very busy summer at the pavilion. June and July weekends for 2024 are almost full.

*Summer workers did a great job. If anyone knows of youth interested in hours at the park next summer, please reach out.

IN PROCESS

*Girl Scout Doll House Project is back on the radar. They did receive \$2500 in grant money. We will spend some money from the park budget and use some additional money that the Girl Scouts have raised to get some work done.

*Garden fall cleanup. I am working on an RCS community service date.

*Barn event scheduling is ongoing.

RECENT/UPCOMING EVENTS

*Fireworks

*Community Potluck and band – great turnout

*Next RHPC meeting is scheduled for October 20th at 10am.

*We are holding events through the first weekend in October in the pavilion.

LONG TERM CONSIDERATIONS

- *Grant money for barn and pathway maintenance. Things are aging and need to be refreshed.
- *Clean out of “things” inside the extra rooms of the north barn (kitchen). These rooms seem to be a catch all and questioned who would be able to look at all that is inside and determine if it is worth keeping.
- *Once The Inn at Kirkside is established, the park will have a parking deficiency for larger events. We may need some long-term planning here.

Margaret Ellsworth of the MARK Project reported the following:

Comprehensive Plan- a public information meeting will be held Sept. 13, 2023 at 6:00 pm via Zoom. The link is on the Town website and the public is urged to attend as input is needed

Downtown Revitalization Initiative (DRI) Grant-a public information meeting will be held Sept. 14, 2023 at 6:00 pm via Zoom. If funded, the State would come in with planners to work with the Town. The application also requires other programs be looked into under the Comprehensive Plan.

Kirkside Park Trails – will try to get volunteers from the Roxbury Class of 2006 to help refurbish the trail steps and King’s walkway as they did as a class project .

Robin Factor questioned the status of requests for a moratorium on development until the Comprehensive Plan has been completed. Supervisor Hinkley stated the Town Board has not done anything yet. Discussion took place on waivers and the process.

RESOLUTION #45- 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, Ralph Sprague and William Schryver to enter into Executive Session at 6:45 pm to discuss highway contract matters.

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

NAYS-0

William Schryver and Ralph Sprague exited Executive Session at 7:03 pm.

Highway Supt. William Sprague was asked to enter Executive Session at 7:03 pm.

One person joined the audience at 7:14 pm.

RESOLUTION #46- EXIT EXECUTIVE SESSION

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

“RESOLVED, motion made and seconded for the Town Board and William Sprague to exit Executive Session and return to the regular meeting at 7:22 pm.

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

NAYS-0

Supervisor Hinkley stated there are no decisions as a result of Executive Session.

No action was taken on: appointing a Fire Inspector, Highway Contract matters, changing Building fees and violations, CDBG audit recommendations, updating the Fair Housing Law or appointing a Fair Housing Officer.

The cell tower agreement at Denver Water continues to be worked on.

On motion of Deanna Osborn second by Michael Hynes the Town Board authorized the Town Supervisor to execute a Vendor Agreement for the NYS Dept. of Health Low Income Household Water Assistance Program.

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

An email was received from Renee Barchitta expressing concerns with the Labor Day celebration in Kirkside Park and how it comes under the NYS open container law.

An email was received from Michael Martin offering interest in the cleaning position at the Civic Center and an employment application has been received.

A letter was received from Renee and Roger Barchitta and Joseph and Dee LaRuffa in appreciation of the Highway Dept. for the excellent road service on Squire Hill Rd.

Renee Barchitta offered the name of Hiram Davis, Town of Middletown Building Inspector, for the Fire Inspector position. Supervisor Hinkley will speak with him to see if he would be interested. She also questioned the Delaware County Board of Supervisor's Resolution #115 which will allow funds to be used for renovations to Short-Term Rentals (STR's) and other lodging and feels it is against the 14th Amendment as not being fair to all other people. Supervisor Hinkley, who voted in favor of the resolution, said it was done for purposes of tourism and the Committee recommended its passage. He will look into the matter further.

Nancy Haney questioned the Civic Center windows being in poor condition. The Town Board is looking into funding to replace them with Councilman Raeder adding the Powell Co. is coming this week to give an estimate.

Robin Factor questioned when the public would be able to see the 2024 Town Budget and ask questions. The process was discussed: the Budget goes to the Town Clerk by Sept. 30, the Town Board holds a Budget Workshop to discuss possible changes which results in it becoming the Preliminary Budget that will be made available for public review and a Public Hearing will be scheduled for public questions/comments before it is adopted. She also questioned whether the Town had any properties they could sell for additional revenue for the Town. The matter was discussed and stated the old Town Hall will be used as a Town Museum.

On motion of Deanna Osborn second by Kenneth Davie the Town Board approved the following Department reports:

- *Town Clerk monthly report for August 2023 in the amount of \$6,979.25 (Town Clerk \$1,569.25 and Building Permits \$5,410.00)
- *Supervisor's monthly report for July 2023
- *Assessor's monthly report for August 2023
- *Water District monthly report for August 2023 reflecting receipts in the following amounts: Denver \$1,229.03; Grand Gorge \$935.67 and Roxbury \$1,428.81
- *Parks Dept. monthly report for September 2023

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

There was no monthly report for the Justice Court for August 2023 because no invoice has been received yet from the State.

No monthly reports were received from the Building Inspector or the Dog Control Officer.

On motion of Deanna Osborn second by Edward Raeder the Town Board approved switching from MVP Dental Insurance to Excellus BlueCross BlueShield Dental at the following monthly premium rates: Single \$41.82; 2 Person \$83.64 and Family \$135.63 and upgrading the current Excellus BlueCross BlueShield Vision rider to a new Excellus BlueCross BlueShield Vision Plan at the following monthly rates: Single \$4.00; 2 Person 7.20 and Family \$12.00. Said plans shall be effective

12/1/23 – 11/30/24.

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

NAYS-0

RESOLUTION #47 – ACKNOWLEDGE DAVIS WORK

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

“WHEREAS, Taran Davis, member of the Roxbury Boy Scouts is seeking to obtain the rank of Eagle Scout; and

WHEREAS, Taran Davis requested authorization for access to Kirkside Park to refurbish the trails to go towards his efforts;

BE IT RESLOVED, the Town Board acknowledges, in appreciation, the excellent work and dedication of Taran Davis in refurbishing the trails in Kirkside Park.”

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

NAYS-0

On motion of Edward Raeder second by Deanna Osborn the Town Board approves advertising bids for Fuel Oil and Winter Blend for the Highway Garage with said bids to be opened October 6, 2023 at 2:00 pm at the Town Hall.

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

NAYS-0

On motion of Kenneth Davie second by Michael Hynes the Town Board will hold a Special Meeting on October 3, 2023 at 4:00 pm at the Town Hall for the purpose of conducting a Budget Workshop on the 2024 Tentative Town Budget and to discuss any other business that may come before the Town Board.

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

NAYS-0

RESOLUTION #48 -RESOLUTION BY THE TOWN BOARD OF THE TOWN OF ROXBURY PROMOTING FAIR HOUSING PRACTICES

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

“WHEREAS, the Town of Roxbury supports Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the New York State Human Rights Law;

WHEREAS, It is the policy of the Town of Roxbury to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, ancestry, sex (including pregnancy), national origin, familial status, marital or domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS/HIV status and Lawful Income or Source of Lawful Rent Payment (Section 8);

WHEREAS, the Town of Roxbury objects to discrimination in the sale, rental, leasing, financing or housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, ancestry, sex, national origin, handicap, or disability as prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the New York State Human Rights Law.

NOW THEREFORE BE IT RESOLVED that within available resources, the Town of Roxbury will assist all persons who feel they have been discriminated against under one of the aforementioned categories, to seek equity under federal and state laws by filing a complaint with the New York State Human Rights Law and the U.S. Department of Housing and Urban Development, as appropriate.

BE IT FURTHER RESOLVED that the Town of Roxbury shall publicize this resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law, the New York State Human Rights Law, and any local laws or ordinances.

BE IT FURTHER RESOLVED that the Town of Roxbury will, at a minimum, including but not limited to: (1) print and publicize this resolution, a fair housing public notice and other applicable fair housing information through local media, community contacts and placement on the Municipal website and in other social media; (2) distribute posters, flyers, and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunities in housing.”

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

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

NAYS-0

On motion of Edward Raeder second by Kenneth Davie the Town Board hired Michael Martin as cleaning person for the Civic Center effective Sept. 13, 2023 with a rate of pay of \$14.20/hr and benefits as eligible per the Employee Handbook.

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

NAYS-0

On motion of Kenneth Davie second by Michael Hynes the Town Board, upon the recommendation of Highway Supt. William Sprague, hired Richard Davis to fill the vacant position of Heavy Equipment Operator (HEO) effective Sept. 18, 2023 with a rate of pay of \$21.83/hr and benefits as eligible per the Highway Contract and Employee Handbook.

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

NAYS-0

Discussion took place on the water account of Patricia Davis. The Town Board would like to see more usage reports with the new meter before making a decision on any account adjustments.

RESOLUTION #49 - RESOLUTION BY THE TOWN OF ROXBURY APPROVING AND ENDORSING AN APPLICATION FOR DOWNTOWN REVITALIZATION INITIATIVE FOR A JOINT PROGRAM FOR THE DOWNTOWNS OF GRAND GORGE AND ROXBURY CONTAINED WITHIN THE TOWN OF ROXBURY

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

“WHEREAS, Town of Roxbury seeks to apply for \$10,000,000 in funding assistance through the Downtown Revitalization Initiative to assist both communities with projects to enhance and improve their downtown Main Streets.

WHEREAS, the Town board recognizes that a comprehensive and cohesive revitalization program for both communities will greatly benefit the Catskill Region and Southern Tier as a whole.

WHEREAS, The Town’s vision for Grand Gorge and Roxbury’s Downtown Revitalization is a committed community working together to improve the quality of life, create economic opportunities, enhance downtown amenities, and preserve our rich rural and historic character.

WHEREAS, the Town of Roxbury’s goal is to leverage an already robust hospitality and tourism industry in two downtowns that celebrates its deeply rooted history, pulses with the arts, supports local agriculture, and fosters opportunities to attract new business and cultivate a skilled workforce and pool of entrepreneurs while striving to improve the quality of life and sense of place for full and part time residents alike.

THEREFORE, BE IT RESOLVED, that the Town of Roxbury approves and endorses the application for assistance to the Downtown Revitalization Initiative and will work diligently to ensure the program is a success. “

Passed by the following vote of all Town of Roxbury Members voting in favor thereof:

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

NAYS-0

ABSTAIN-0

RESOLUTION #50 - RESOLUTION BY THE TOWN OF ROXBURY TO EXPLORE

DESIGNATIONS AS ONE OR MORE OF THE FOLLOWING: NY STATE COMPLETE STREETS COMMUNITY, NY STATE CLIMATE SMART COMMUNITY, AARP AGE FRIENDLY COMMUNITY

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

“WHEREAS, Town of Roxbury is dedicated to providing a sustainable community where all residents have access to basic utilities at affordable costs.

WHEREAS, the Town board recognizes that a sustainable community includes a safe water supply and sewage disposal, affordable energy supply, safe roads, broadband, cell coverage, affordable electricity, affordable and available health care (including the ability for an aging generation to remain in the community), economic opportunities, available work force, fire protection, police protection, and access to local natural resources (including walking spaces).

WHEREAS, the Town of Roxbury’s goal is to explore the alternative and requirements for a sustainable community and high quality of life.

THEREFORE, BE IT RESOLVED, that the Town of Roxbury request that the committee responsible for preparing a draft of the comprehensive plan focus on the requirements for a sustainable community and explore potential funding sources (including the program listed above) to assist the Town in implementing its comprehensive plan.”

Passed by the following vote of all Town of Roxbury Members voting in favor thereof:

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

NAYS-0

ABSTAIN-0

On motion of Deanna Osborn second by Edward Raeder the Town Board approved the transfer of \$20,000 from Good Neighbor Fund savings to Highway Fun checking to cover the Sept. 4, 2023 Highway payroll.

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

NAYS-0

The Delaware County Clean Sweep chemical disposal day drop off for businesses & farms is September 22 and households is September 23. Both require registration.

Highway Fund overages will be discussed further at the Budget Workshop.

A Local Law is needed for Short-Term Rental (STR) fire inspections to be done in less than 3 year intervals.

A Local Law is needed for violation fees for building without a permit in lieu of going thru court action.

An annual Tire Day will be scheduled soon.

A report was distributed to Town Board for the status of employees who have not yet taken the mandatory annual Harassment & Discrimination and Violence Prevention trainings.

Reminders:

*September 28th – New Town Hall Open House at 4:30 pm and Dedication at 5:00 pm

*October meeting will be held October 10th due to the Columbus Day holiday

*November meeting will be held November 9th (Thursday after election day)

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

General #361-399	\$38,163.60	Special Lights #9	\$1,521.08
Highway #206-226	\$95,413.27	Capital Projects:	
Roxbury Water #80-88	\$7,511.08	Roxbury Water Proj #17-19	\$102,202.53
Grand Gorge Water #77-85	\$7,450.45	Grand Gorge Water Proj #20-21	\$4,009.77
Denver Water #52-58	\$5,810.42	Denver Water Proj #22-23	\$7,699.12
Roxbury Sewer #56-65	\$34,703.35	Comp Plan #24	\$2,377.26
Denver Sewer #88-100	\$29,764.71	NYCDEP Lan Acq #25	\$1,727.50

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

The current ARPA Fund balance is \$81,521.23.

On motion of Kenneth Davie second by Edward Raeder the meeting adjourned at 7:50 pm.

THIS IS A TRUE COPY

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