

DRAFT MINUTES

January 2, 2024

The Organizational/Regular monthly meeting of the Town Board was held January 2, 2024 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, Parks Director Denise Johnston, Water Operator Christopher Mattice, Sewer Operator Elisa Martin and 4 people in the audience. Present on Zoom: Attorney Kristin Pratt and 4 others.

The meeting was called to order with the Pledge of Allegiance.

Oaths of Office were administered and taken by Supervisor Allen Hinkley, Councilman Edward Raeder, Councilman Michael Hynes and Highway Supt. William Sprague.

The Town Clerk reported Resolution #77 of the draft December 27, 2023 meeting, pertaining to the new local law adopted To Authorize a Partial Real Property Tax Exemption for Volunteer Firefighters and Volunteer Ambulance Workers, has been changed to correct it as Local Law No. 3 of the year 2023.

On motion of Kenneth Davie second by Edward Raeder the Town Board approved the Minutes of the December 11, 2023 regular meeting and the amended minutes of the December 27, 2023 Year End meeting.

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

NAYS-0

A written report was received from Michael Harrington updating the Town Board on the water and sewer projects as follows:

Roxbury and Grand Gorge Water Project

* Birdsall's proposed insurance for Ct. 9 (Vega Mtn. Rd. water main) has been revised based on our comments and has now been considered acceptable by your agent, Chris Slonaker.

* Subject to Young Sommer's review and acceptance of the overall contract (including insurance), the Board should pass a resolution tonight authorizing the Supervisor to execute the contract with Birdsall. This resolution will be appended to the contract. Once the contract is signed, the Notice to Proceed can be executed and the contract time can begin.

*Once the contract is executed, we expect Birdsall to use the next 3 months to work on product submittals in advance of the anticipated work start in April. We will also have a pre-construction meeting during this period.

*The VFD for new PW-3 has been repaired, so both PW-1 and PW-3 are operational again. Work can now proceed on PW-2. We are awaiting a schedule from Evergreen

* Evergreen will also be investigating a manual gate valve at the new Well Building that failed to close properly for Chris.

Denver Wastewater Study

*Work is continuing and we will be engaging equipment vendors within the next few weeks.

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

Supervisor Hinkley stated the Town Board will be appointing Hiram Davis as Code Enforcement Officer.

Water Operator, Christopher Mattice, submitted monthly water reports to the Town Board and was present to report PW3 water tests have been completed and Denver and Grand Gorge Water tanks are scheduled to be cleaned this year.

Denver Sewer Operator, Eli Martin, reported 1) the plant went into wet weather mode due to the heavy rains; 2) the micro-filter leak has been repaired; 3) backwash pumps have been washed; 4) they are still working on the alarm system, and 5) discussed some infiltration issues experienced.

Highway Supt., William Sprague, reported: 1) two trucks are down needing repairs; 2) crews have been hauling sand and cutting trees; 3) he has ordered a pump for the Transfer Station, and 4) he is planning to hold in-person mandatory training in February for Harassment & Discrimination and Violence Prevention. Other employees are welcome to attend when a date is set.

Parks Director, Denise Johnston, reported bookings are underway for 2024 and contracts are being signed.

Assessor Clerk, Stephanie Seminara, sent a written report to the Town Board and discussed: 1) the preliminary revaluation update is ready to input; 2) John Wolham of the State will do another short presentation on the re-val at the Feb. 12 Town Board meeting and impact notices will be mailed soon after; 3) several exemption applications have been received; 4) she attended a Roxbury School Board meeting to discuss the Firemen & Ambulance Worker's exemption and the Aged Exemption; 5) gave a reminder that all exemption applications are due by March 1; 5) she is sending out the new local law exemption letters now to get people to return them by the deadline , and 6) she has spoken with Fire Dept. Chief's to let them know she will need a roster of eligible firemen/ambulance worker's by March 1 for the new exemption.

It was stated the old Town Hall roof and leak has been repaired and the Civic Center roof has been inspected, cleaned and drain cleared out.

Mike Martin reported the metal trash cans at the Civic Center are in bad shape. Costs of replacing them will be looked into.

Margaret Ellsworth was on Zoom and reported the Town has been awarded a \$500,000 Community Development Block (CDBG) grant. She also discussed the need to update the Town's Fair Housing Policy which will also be incorporated in the updated Comprehensive Plan. Attorney, Kristin Pratt, the Fair Housing should be done as a Policy and not a Local Law.

William Schryver and Trent Perry were present and requested to speak with the Town Board about the insurance buy-out issues.

RESOLUTION #1-ENTER INTO EXECUTIVE SESSION

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

“RESOLVED, motion made and seconded for the Town Board, William Schryver and Trent Perry to enter into Executive Session at 6:34 pm to discuss a personnel matter.”

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

NAYS-0

William Schryver and Trent Perry exited Executive Session at 6:44 pm.

RESOLUTION #2- RESOLUTION TO EXIT EXECUTIVE SESSION

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

“RESOLVED, motion made and seconded for the Town Board to exit Executive Session and return to the regular meeting at 6:45 pm.”

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

NAYS-0

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

RESOLUTION #1- APPOINTMENTS AND SALARY'S

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

“RESOLVED, the Town Board approves the following Appointments and salary’s for said Appointments and Other Positions as follows as approved in the Town Budget for the year 2024:

POSITION	NAME	TERM	RATE OF PAY
APPOINTMENTS			
Budget Officer	Beth Bush	1/1/24-12/31/24	\$4,216.42/yr
Justice Clerk	Joann Bartley	1/1/24-12/31/24	\$17.41/hr
Historian	Anthony Liberatore	1/1/24-12/31/24	\$1,869.01/ yr
Registrar of Vital Statistics	Diane Pickett	1/1/24-12/31/27	\$1,402.99/yr
Dog Control Officer	Verna Dietrich	1/1/24-12/31/24	\$8,268.44 / yr
Denver Water Clerk	Diane Pickett	1/1/24-12/31/24	\$1,527.85/yr
Grand Gorge/Roxbury Water Clerk	Carol Shultis	1/1/24-1/17/24	\$2,995.78/yr
Denver Sewer Clerk	Diane Pickett	1/1/24-12/31/24	\$1,853.62/yr
Roxbury Sewer Clerk	Diane Pickett	1/1/24-12/31/24	\$1,863.62/yr
Health Officer	Rose Wright	1/1/24-12/31/24	\$793.60/yr
School Crossing Guard	Chris Heinel	1/1/24-12/31/24	\$25.00/hr
Parks Director (Contractual)	Denise Johnston	1/1/24-12/31/24	\$18,694.59/yr
Fair Housing Officer	Town Supervisor	1/1/24-12/31/24	\$0
Committees:			
Highway	Edward Raeder & Kenneth Davie		
Water	Kenneth Davie & Michael Hynes		
Personnel	Edward Raeder & Michael Hynes		
Building & Grounds	Edward Raeder & Deanna Osborn		
Kirkside Park	Michael Hynes & Deanna Osborn		
OTHER POSITIONS:			
Supervisor	Allen Hinkley	1/1/24-12/31/25	\$17,061.02/yr
Councilman	Edward Raeder	1/1/24-12/31/27	\$5,885.63/yr
Councilman	Kenneth Davie	1/1/22-12/31/25	\$5,885.63/yr
Councilman	Michael Hynes	1/1/24-12/31/27	\$5,885.63/yr
Councilwoman	Deanna Osborn	1/1/22-12/31/25	\$5,885.63/yr
Town Clerk	Diane Pickett	1/1/24-12/31/27	\$53,793.02/yr
Highway Supt.	William Sprague	1/1/24-12/31/27	\$69,867.50/yr
Tax Collector	Bonnie Walker	1/1/24-12/31/25	\$11,381.00/yr
Justice	Heather Gockel	1/1/21-12/31/24	\$10,199.78/yr
Justice	Jerald Stein	1/1/22-12/31/25	\$10,199.78/yr
Board of Assessment Review	Phillip Zorda	10/1/19-9/30/24	\$15.00/hr
Board of Assessment Review	Marian Hertler	10/1/22-9/30/27	\$15.00/hr
Board of Assessment Review	Joseph Resch	10/1/21-9/30/26	\$15.00/hr
Other Employees:			
Constable	Stephen Williamson		\$66,354.40/yr
Assessor Clerk	Stephanie Seminara		\$45,006.11/yr
Civic Center Cleaner	Michael Martin		\$15.00/hr
Transfer Station Manager	David Dumond		\$21.24/hr
Transfer Station Laborer	Lawrence Whitney		\$15.00/hr
Transfer Station Fill-In	Richard Guile	\$21.24/hr or	\$15.00/hr

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

NAYS-0

Town Supervisor Allen Hinkley appointed Kenneth Davie as Deputy Supervisor for the term 1/1/24-

12/31/24.

Town Supervisor Allen Hinkley appointed Beth Bush as Bookkeeper for the term 1/1/24-12/31/24 at a Town Board approved salary of \$17,028.87/yr.

Highway Supt. William Sprague appointed Ralph Sprague as Deputy Highway Supt. for the term 1/1/24-12/31/24 at a Town Board approved rate of \$26.48/hr.

Town Clerk Diane Pickett appointed Stephanie Seminara as Deputy Town Clerk #1 for the term 1/1/24-12/31/24 at a Town Board approved salary of \$5,868.45/yr.

Registrar of Vital Statistics Diane Pickett appointed Stephanie Seminara as Deputy Registrar of Vital Statistics for the term 1/1/24-12/31/27.

A Deputy Tax Collector is expected to be appointed at the February 12, 2024 meeting.

RESOLUTION #2-APPOINT MATHIS AND WENDELL TO PLANNING BOARD

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

“RESOLVED, the Town of Roxbury Town Board re-appoints Michael Mathis and Lewis Wendell to the Historic Preservation Commission for a three-year term 1/1/24-12/31/26.”

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

NAYS-0

RESOLUTION #3 – APPOINT MUNRO TO PLANNING BOARD

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

“RESOLVED, the Town of Roxbury Town Board re-appoints Diane Munro to the Planning Board for a five-year term 1/1/24-12/31/28.”

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

NAYS-0

On motion of Deanna Osborn second by Michael Hynes the Town Board approved the Official Undertaking manner and verbiage for elected and appointed officials for the year 2024.

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

NAYS-0

On motion of Edward Raeder second by Deanna Osborn the Town Board approved the following schedule of regular meetings for the year 2024:

1. Town Board meetings shall be held monthly on the second Monday of the month at 6:00 pm at the Town Hall except for April and August which will be held at the Grand Gorge Civic Center and except the January meeting is January 2, 2024, and the October meeting will be held October 15, 2024 (Tuesday after Columbus Day) and the November meeting will be held November 7, 2024 (Thursday after Election Day).
2. Planning Board meetings shall be held monthly on the third Wednesday of each month at 7:30 pm at the Town Hall.
3. Historic Preservation Committee meetings shall be held quarterly on the third Friday of the months of January, April, July and October at 10:00 am 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 reviewed and approved renewal of the following Town Policies for the year 2024: 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

Policy, Employee Handbook, Drug Free Awareness Program Policy and Limited English Proficiency Policy.

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

NAYS – 0

RESOLUTION #4-APPOINT DAVIS CODE ENFORCEMENT OFFICER

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

“RESOLVED, the Roxbury Town Board appoints Hiram Davis as Code Enforcement Officer for the term 1/2/24-12/31/24, a salary of \$20,000/yr and benefits as eligible in the Employee Handbook.”

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

NAYS-0

The Town Attorney will draw up an agreement for the Code Enforcement Officer position.

Hiram Davis was present and was administered the Oath of Office as Code Enforcement Officer.

On motion of Deanna Osborn second by Michael Hynes the Town Board approved the Supervisor and Deputy Supervisor as check signers on all bank accounts held by the Town Supervisor for the year 2024.

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

NAYS-0

On motion of Edward Raeder second by Deanna Osborn the Town Board approved the following designations for the year 2024:

*Official Newspaper – Mountain Eagle

*Banks – NBT Bank N.A. and Wayne Bank

*CPA – Mostert, Manzanaro & Scott, LLP

*Mileage rate - \$.67/mile per 2024 IRS rate for using own vehicle for Town business

*Town Attorney – Young & Sommer

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

NAYS – 0

On motion of Kenneth Davie second by Michael Hynes the Town Board approved payment to Election Inspectors for mileage to attend annual training in 2024 at the mileage rate of \$.67/mile.

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

NAYS -0

On motion of Michael Hynes second by Edward Raeder the Town Board approved payment of costs to attend training/meetings, including lodging and meals, in the year 2024 for the following positions: Supervisor, Highway Supt/Dpty Highway Supt., Town Clerk, Justice, Assessor Office personnel, Bookkeeper, Parks Director, Code Enforcement Officer and Town Board members.

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

NAYS – 0

On motion of Deanna Osborn second by Edward Raeder the Town Board authorizes payment to the following not-for-profit organizations per the approved 2024 Town Budget contingent upon receiving a signed agreement:

*Roxbury Library Association - \$20,000

*Roxbury Legion Post – \$150 (parade)

*Roxbury Sr. Club - \$500

*Catskill Recreation Center - \$2,500

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

NAYS – 0

RESOLUTION #5 – DELAWARE COUNTY PLANNING DEPT. AGREEMENT

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

“RESOLVED, the Town Board agrees to the terms of the 2024 Agreement with Delaware County Planning Dept. for services to the Town of Roxbury in the amount of \$3,500; and FURTHER RESOLVED, the Town Board authorizes the Town Supervisor to execute said Agreement on behalf of the Town.”

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

NAYS – 0

On motion of Kenneth Davie second by Edward Raeder the Town Board approved the following department reports:

*Town Clerk monthly report for December 2023 in the amount of \$3,961.25 (Town Clerk \$346.25 and Building Permits \$3,615.00)

*Supervisor’s monthly report for November 2023

*Assessor’s monthly report for December 2023

*Water District monthly report for December 2023 reflecting receipts in the following amounts: Denver \$71.72, Grand Gorge \$96.42 and Roxbury \$345.20

*Dog Control Officer monthly report for November -December 2023

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

NAYS-0

No monthly report was received from the Building Inspector.

RESOLUTION #6 – ROXBURY SEWER CAPITAL RESERVE FUND

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

WHEREAS, the Roxbury Sewer O&M Budget for the year 2024 was approved by NYCDEP in the amount of \$302,720 and

WHEREAS, NYCDEP’s portion has been determined to be \$257,494.88; and

WHEREAS, the household and commercial charges (“Town Charges”) per the formula have been determined to be \$45,225.12; and

WHEREAS, based on the actual household and commercial properties, the “Town Charges” to be collected is \$46,319.71 causing an overpayment of \$1,094.59;

NOW, THEREFORE BE IT RESOLVED, per approval by NYCDEP, the Town Board approves the transfer of \$1,094.59 from Roxbury Sewer savings to the Roxbury Sewer Capital Reserve Fund.”

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

NAYS-0

On motion of Michael Hynes second by Kenneth Davie the Town Board approved the following Petty Cash amounts for the year 2024: Town Clerk \$100; Justice Clerk \$100 and Tax Collector \$25.

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

NAYS – 0

The following Annual Reports for the year 2023 were distributed to the Town Board: 1) Building Permit receipts, activity list and open building permit list; 2) Highway Equipment List; 3) Planning Board Training Hours; 4) Town Clerk Annual Receipts/Disbursements; 5) Water Project Summary of Costs; 6) Dog license enumeration funds collected to date, and 7) list of people who did not take the mandatory annual training for Harassment & Discrimination and Violence Prevention in 2023.

RESOLUTION #7 - RESOLUTION OF THE ROXBURY TOWN BOARD SCHEDULING A PUBLIC HEARING FOR PROPOSED LOCAL LAW INCREASING INCOME LIMITS FOR PARTIAL TAX EXEMPTION FOR PERSONS 65 YEARS OF AGE OR OLDER

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

“WHEREAS, the authority granted by Section 467 of the Real Property Tax Law of the State of New York allows municipalities to adopt a Local Law that sets out income limits for partial tax exemptions for persons 65 years of age or older; and

WHEREAS, the Town’s Attorney has prepared a proposed Local Law to Increase Income Limits for Partial Tax Exemptions for Persons 65 Years of Age or Older; and

WHEREAS, the Town Board has reviewed the proposed Local Law to Increase Income Limits for Partial Tax Exemption for Persons 65 Years of Age or Older; 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 will hold a public hearing for consideration of the Local Law to Increase Income Limits for Partial Tax Exemption for Persons 65 Years of Age or Older on February 12, 2024 at 6:00 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-5 Raeder, Osborn, Davie, Hynes, Hinkley

NAYS-0

RESOLUTION #8 – ROXBURY/GRAND GORGE WATER PROJECT BIRDSALL EXCAVATION AGREEMENT

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

“WHEREAS, the Town of Roxbury Town Board advertised for sealed bids for Roxbury/Grand Gorge Water Project Contract No. 9 – Distribution System Improvements to be opened on November 30, 2023; and

WHEREAS, on November 30, 2023 said bids were opened and the low bidder was Birdsall Excavation & Construction LLC in the amount of \$402,320 (Base Bid \$387,850, Deduct Alt. \$10,300 and Add. Alt. \$24,770); and

WHEREAS, on December 11, 2023 the Town of Roxbury Town Board awarded the bid to Birdsall Excavation & Construction LLC as low bidder in the amount of \$402,320;

NOW, THEREFORE, BE IT RESOLVED the Town of Roxbury Town Board authorizes the Town Supervisor to execute the Agreement with Birdsall Excavation & Construction LLC for Roxbury/Grand Gorge Water Project Contract No. 9 – Distribution System Improvements; and

FURTHER RESOLVED, the Town of Roxbury Town Board authorizes the Town Supervisor to execute the Notice to Proceed when applicable.”

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

NAYS – 0

A Scenic Byways update report for November – December 2023 was distributed to the Town Board.

ARPA Fund Balance: \$64,521.23

Reminders were given:

*This is the only meeting for January unless a Special Meeting needs to be called for a specific reason

* Highway Contract expires 12/31/24

On motion of Deanna Osborn second by Edward Raeder the bills were audited and ordered paid in the following amounts:

General #1-15	\$10,360.35	Capital Projects:	
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Highway #1-8	\$8,868.72	Scenic Byway #1	\$1,875.00
Roxbury Water #1	\$174.86	Denver Sewer Study #2	\$2,352.95
Roxbury Sewer #1-2	\$21,353.36	Grand Gorge Water Proj #3-4	\$49,791.06
Denver Sewer #1	\$687.40	Roxbury Water Proj #5-6	\$58,955.02
Special Lights #1	\$25.80		

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

NAYS-0

On motion of Edward Raeder second by Deanna Osborn the meeting adjourned at 7:05 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