

ROXBURY TOWN BOARD
January 2, 2024
Organizational / Regular Meeting
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 6:00 pm - Organizational/Regular Meeting

Pledge of Allegiance

OATH OF OFFICE All elected officials take Oath of Office

Minutes Dec. 11 Regular Meeting and Dec. 27 Year End Meeting

Requests to Speak: Michael Harrington – Water Project Update (written report sent)

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.
- Supervisor appointment of Bookkeeper
- Hwy. Supt. appointment of Dpty. Hwy. Supt.
- Town Clerk appointment of Dpty. Town Clerk #1
- Registrar appointment of Dpty Registrar
- Tax Collector appointment of Deputy Tax Collector
- Resolution-reappoint Michael Mathis and Lewis Wendell to Historic Commission term 1/1/24-12/31/26
- Resolution-reappoint Diane Munro to Planning Board 1/1/24-12/31/28
- Resolution-Official Undertaking manner and verbiage for Elected & Appointed officials
- Resolution-
 1. Town Board Meeting Schedule for 2024 (2nd Mondays @ 6 pm @ Town Hall, April & August @ GG Civic Center, October meeting will be Tuesday Oct 15th due to Columbus Day and November meeting is Thursday Nov. 7th)
 2. Planning Board meeting schedule for 2024 (third Wednesday of month @ 7:30 pm @ Town Hall)
 3. Historic Preservation Committee meeting schedule for 2024 (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
 - Fair Housing Policy
- Resolution-appoint Code Enforcement Officer (Building & Fire Inspector)
- Resolution-designate Supervisor & Deputy Supervisor as check signers
- Resolution-approve/change following designations:
 - Mountain Eagle official newspaper
 - NBT Bank N.A & Wayne Bank for banking
 - Mostert, Manzanaro & Scott, LLP as Town CPA
 - Mileage rate per IRS \$.67 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. \$20,000 as per budget & agreement
 - Roxbury Legion Post \$150 per budget & agreement
 - Roxbury Sr. Club \$500 per budget & agreement
 - Catskill Recreation Center \$2,500 per budget & agreement
- Resolution-Delaware County Planning Dept. contract for 2024 in the amount of \$3,500
- Resolution-approve the following written 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 monthly report for December 2023 reflecting receipts in the following amounts:
 - *Building Inspector monthly report for August – December 2023 (None Rec'd)
 - *Parks Dept monthly report for December 2023
 - *Dog Control Officer monthly report for November-December 2023
- Resolution-Transfer Roxbury Sewer District funds to Roxbury Sewer Capital Reserve Fund \$1,094.59 per 2024 O&M Budget
- Resolution- approve Petty Cash:
 - Town Clerk \$100
 - Justice Clerk \$100
 - Tax Collector \$25
- Annual Reports 12/31/23 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

- Schedule Public Hearing for a Local Law to Increase Limits for Partial Tax Exemption for Persons 65 Years of Age and Older to be held Feb. 12, 2024 at 6:00 pm at the Town Hall

OTHER:

- ▶ Scenic Byway report for Nov-Dec 2023 distributed to the Town Board

ARPA Fund Balance - \$64,521.23

REMINDERS:

- ▶ This is the only meeting for January unless a Special meeting needs to be called for a specific Purpose
- ▶ Highway Contract expires 12/31/24