

DRAFT MINUTES

December 27, 2022

A Special Year End meeting of the Roxbury Town Board was held December 27, 2022 at 4:00 pm at the Town Hall. Present were: Supervisor Allen Hinkley, Councilmen Edward Raeder, Kenneth Davie, Michael Hynes and Deanna Osborn, Highway Supt. William Sprague, Parks Director Denise Johnston and 3 residents. No one was available on Zoom.

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

Supervisor Hinkley stated department reports would be given at the Organizational Meeting.

Another leak on the roof at the Civic Center will need to be looked into.

Letters were received from the following residents supporting Short-Term Rental regulations and requesting the Town Board reconsider having regulations: Nancy Haney, Marion & Klaus Hertler, Rob Young, Larry and Teri Borst, Richard Rossi, Michael Keefe, Diana & Joseph LaRuffa, Dawn Perry, Joyce Devivo, Brian Perazone, Jane Magenheimer, Roger & Renee Barchitta and Helen Faraci.

Chris Shultis of the Highway Dept. discussed prices he received for new software to track repair orders, parts inventory and preventive maintenance. He presented the Town Board with six:

Vendor	Amounts
Fleetio	\$3,224 for the first year and \$3,024 annually after and a \$200 set-up fee
Limble CMMS	\$3,360 a year and no set-up fee
MaintainX	\$1,960 a year
Fiix CMMS	\$1,980 a year and a \$5,000 Implementation Package
FT Maintenance	\$1,188 a year or a \$3,500 one-time payment with \$695 a year for IT. Can use mobile apps for one time payment for free. Barcode for 25 cents each.
Fleet Maintenance Pro	\$2,400 a year or \$3,500 one- time payment with \$379 a year for IT support because we don't have an IT team. Mobile apps for \$90 a month

The Town Board will review the information and discuss further at the Organizational Meeting.

William Schryver of the Highway Dept. discussed a new quote received from Tri-County Communications for digital radios that is \$1,500 less than previous quotes received at the December 12th meeting and again requested the use of ARPA funds to pay for them. Tri-County Communications adds that some items on the quotes will increase in price after the first of the year. A total of five quotes have been received and are as follows:

Vendor	Amount
Tri-County Communications	\$23,674.74 All used
Tri-County Communications	\$33,936.55 18 used and 12 new
Tri-County Communications	\$39,791.89 All new
KJBL Electronics Inc.	\$35,719.52
Tri-County Communications (new quote)	\$38,318.90 \$3,733.50 Regional Area Dispatch Network \$123.50 Fleet Activation and setup

The Town Clerk requested a copy of the newest quote for the Town Board who will review the quotes and discuss further at the Organizational Meeting.

Parks Director Denise Johnston submitted a written report to the Town Board and further discussed 1) the need for a plumber and was told to contact Rich Davis; 2) requested meetings to discuss the long-term vision for the park and kitchen and 3) requested the Town Board consider doing what is needed to have the kitchen open all year long as there is a great need from the community for its use. The Park committee will meet with the Director to discuss the matters.

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

*Justice Court monthly report for November in the amount of \$939.00

*Parks report for December 2022

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

NAYS-0

RESOLUTION #121 – BUDGET TRANSFERS

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

“RESOLVED, the Town Board approves the following budget transfers for the year 2022:

Fund	TO		FROM		
<i>General</i>					
\$1,100.00	A1320.4	AUDITING, CE	A1990.4	CONTINGENCY	
\$1,500.00	A1330.4	ATTORNEY, CE	A1990.4	CONTINGENCY	
\$4,294.00	A1450.4	ELECTIONS, CE	Fund balance		(COUNTY REIMB.)
\$7,545.00	A1620.4	BUILDINGS, CE	A9010.8	RETIREMENT	
\$5,000.00	A1620.4	BUILDINGS, CE	A1620.2	BUILDINGS, EQ	
\$2,455.00	A1620.4	BUILDINGS, CE	Fund balance		(arpa funds)
\$5,290.00	A1910.4	UNALLOCATED INS	A9010.8	RETIREMENT	
\$12,000.00	A3120.4	POLICE & CONT, CE	A1990.4	CONTINGENCY	
\$26,090.00	A3310.4	TRAFFIC CONTROL, CE	Fund balance		(arpa funds)
\$700.00	A5010.4	HIGHWAY SUPT, CE	A1355.4	ASSESSOR, CE	
\$5,600.00	A6410.4	PUBLICITY,CE	Fund balance		(EVERBRIDGE)
\$400.00	A6410.4	PUBLICITY,CE	A1910.4	CONTINGENCY	
\$54.00	A6510.4	VETERANS SERVICES	A1110.4	MUNICIPAL COURT, CE	

\$97,000.00					
<i>Denver Sewer</i>					
\$94,200.00	SS8189.4	MISC. CE	SS8130.4	TREATMENT/DIST, CE	

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

No action taken on the following items:

- *Comprehensive Plan re-advertising – need to speak with Margaret Ellsworth
- *Draft property lease for cell tower on Denver Water property
- *Friendly Neighbor Policy

The draft Highway Agreement was discussed regarding the most current changes.

RESOLUTION #122 – ADOPT HIGHWAY AGREEMENT

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

“WHEREAS, the current Roxbury Highway Worker’s Association Agreement expires December 31, 2022; and

WHEREAS, the Town Board has negotiated a two-year Highway Agreement for the years 2023-2024; and

WHEREAS, the Town Board feels any changes to the Highway Agreement should also be reflected in the Employee Handbook for benefits, specific to longevity pay, jury duty, holidays, health/dental deductions/ buy-out payments and a Deferred Compensation Plan;

NOW BE IT RESOLVED, the Town Board, Town of Roxbury adopts the Roxbury Highway Worker’s Association Agreement for the years 2023-2024; and

BE IT FURTHER RESOLVED, the Town Board further approves the Employee Handbook be amended to reflect the same benefit changes, so listed above, in the Highway Agreement.”

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

RESOLUTION #123-ADOPTION OF STATE OF NEW YORK DEFERRED COMPENSATION PLAN

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

“WHEREAS, The Town of Roxbury wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for voluntary participation of all eligible employees; and

WHEREAS, The Town of Roxbury is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law* and

WHEREAS, The Town of Roxbury has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with The Town of Roxbury by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that The Town of Roxbury hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of The Town of Roxbury are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these

resolutions and other required documents with the President of the State of New York Civil Service Commission.”

WHEREUPON the resolution was voted on as follows:

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

NAYS-0

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

General #599-617	\$17,469.76	Roxbury Sewer #93-96	\$13,447.64
Highway #307-309	\$274.60	Denver Sewer #139-145	\$14,797.33
Roxbury Water #104-108	\$2,490.56	Capital Projects:	
Grand Gorge Water #109-114	\$2,324.45	Scenic By-Way #95	\$1,281.25
Denver Water #82-86	\$1,330.07		

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

NAYS-0

Reminders were given there will be a Public Hearing on January 3, 2023 at 5:55 pm for the Restore NY application for Reed’s Hotel and the Organizational Meeting will be January 3, 2023 at 6:00 pm.

It was stated Restore NY funding for the Kirkside Project was awarded in the amount of \$1.8M.

The Town Board discussed changing the 2023 meeting times to 6:00 pm and changing meeting dates on holidays to either Tuesday or Monday of the next week. The matter will be decided at the Organizational meeting.

On motion of Deanna Osborn second by Kenneth Davie the meeting adjourned at 4:30 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