

**TOWN OF NORTH EAST
TOWN BOARD
December 14, 2017**

Members Present:

Supervisor George Kaye
Councilman John Midwood
Councilman James Campbell
Councilman John Merwin

Members Absent:

Councilman Steven Merwin

Call to Order:

Supervisor Kaye called the meeting to order at 7:00 P.M.

Acceptance of Agenda

Supervisor Kaye presented the addition of two items to the agenda:

- 1) the possibility of the Town of North East becoming a climate smart community
- 2) a resolution authorizing the Town Engineer to commence preliminary feasibility study work on tax parcel 950854
- 3) explanation of new recording process for recording Town Board meetings

On a motion by Councilman Campbell seconded by Councilman Midwood the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to accept the agenda as amended

Public Comment on Agenda Items Only

Bill Kish stated that he had comments on item 15, Executive Session Involving Litigation Matters. He asked if the Board could be more specific regarding litigation matters because the Open Meetings Law states that information should only be restricted if necessary.

Supervisor Kaye explained that this item is a general item placed on every agenda and will be further explained and announced when that item is introduced. The Board is not specific on the agenda because litigation matters may not always be discussed.

Peter Greenough stated that he suggested at the Comprehensive Plan Committee that the amount of members be extended. He explained that the current member's number of seven is minimal and the suggestion from the State planner was that the amount of seven to nine is ideal. It was suggested to him to bring this up to the Board.

Mr. Greenough felt that not all constituencies were being represented.

Supervisor Kaye stated that the Committee currently has eight members and it is being considered to raise it to nine. The Board was thinking of adding a female who can represent a different economic status than what is currently on the Committee and someone who can speak Spanish.

Mr. Greenough suggested adding teenagers, business merchants, Latinos and second homeowners.

Supervisor Kaye stated that the Committee has a good representation on the Committee.

MaryLynn Kalogeras asked if the current members are volunteers or were they appointed by the Board.

Supervisor Kaye explained that all the members are volunteers. The Comprehensive Plan is something the Town has been working on developing for an extended period of time.

Supervisor Kaye stated that in the process of selecting people, those people were asked for recommendations of other persons to be considered for the Committee.

Supervisor Kaye stated that in keeping it to a reasonable amount of members it was understood that it was difficult to cover all groups. It would be covered in focus groups and envisioning sessions.

Department and Committee Reports

POLICE – Dave Rudin stated that there were 32 incidents for the month of November; 14 in the Town, 18 in Village; 5 arrests – 4 in the Village, 1 in the Town.

Mr. Rudin stated that the Department received a letter from Stop DWI and there will be 2 patrol spots between now and January 1, 2018 in the evening and there is also additional money from the County for some patrol stops.

HIGHWAY – Superintendent Stevens stated that everything is going well and all equipment is in good working order.

ASSESSOR – Assessor Johnson provided a written report to the Board.

Assessor Johnson informed the Board that the Cold War Veterans' exemption was adopted by the Town 10 years ago and at that time it was originally adopted by NYS Legislature as a 10 year program. The NYS Legislature is now allowing a local option that will remove the limit and extend the extension.

Assessor Johnson explained that the Board will have to take action sometime in the year 2018 should it decide to adopt the extension so that the new law is in place for the 2019 Assessment Roll.

Assessor Johnson spoke to the Board about the potential purchase of APEX software sketching program to be used in the data collection process. This software would expedite the processing of information and a first step to moving to a paperless system.

Assessor Johnson informed the Board that she has received a quote for the program that includes the setup and a year of support and maintenance for \$495.00. After that the support and maintenance would be \$235.00.

On a motion by Councilman J. Merwin seconded by Councilman Midwood the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to allow Assessor to purchase Apex software using monies from reassessment budget.

PLANNING, ZONING & BUILDING – Written reports were made available to the Board

TOWN CLERK – Clerk Cope asked if the Board would like to purchase an ad in the Webutuck yearbook.

On a motion by Councilman Midwood seconded by Councilman Campbell the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to purchase a ¼ page ad for \$75

DOG CONTROL - A Written report was made available

Set the Holiday Schedule for Town Employees

Supervisor Kaye stated that a poll was taken of various Towns in the area and it was concluded that Beekman, Pawling, Pine Plains, Village of Millerton, Hyde Park and Red Hook will all be closed the 25th and 26th of December. Dover, East Fishkill and Rhinebeck will be closing early on the 22nd. Amenia, Pleasant Valley, Poughkeepsie and Wappinger's will only be closed on the 25th.

On a motion by Councilman Midwood seconded by Councilman Campbell the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to close on December 26, 2017

Set the 2018 Reorganization Meeting and Time

On a motion by Councilman J. Merwin, seconded by Councilman Midwood the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to hold meeting on January 2, 2018 at 3:00 PM

Explanation and Overview of the Town of North East/Millerton Comprehensive Plan Update Committee's Activities to Date and Outline of Future Plans

Eddie Greenwood gave a presentation to the Board.

Ms. Greenwood stated that the process really kicked into gear when the Greenway grant was awarded, Prior to that the Committee of 8 had met with a variety of experts on a variety of topics relating to land use.

The Committee of 8 had designated three members, Ms. Greenwood, Ed Downey and Diane Engelke as a subcommittee and they interviewed planners, they had 5 names, interviewed 4 of them and chose Nan Stolzenberg.

Ms. Stolzenberg laid out a plan as to how to proceed with the goal of having something for the Town and Village to adopt in 2019.

Ms. Greenwood explained that the Committee is in Phase I which is data collection input. In the simplest terms, what do people like and dislike about the community, what are their ideas to solve the problems.

The Committee will be having a community visioning session of January 20, 2018 at the American Legion from 3-5 PM. After this Ms. Stolzenberg will work on the analysis of this session.

Ms. Greenwood informed the Board that the Committee will have alternate meetings at 7:00 PM and 4:00 PM so people who can't make the afternoon meetings can also attend.

Ms. Greenwood stated that the Committee is working through the recommendations in the 1990's Comprehensive Plan point by point and are about a third of the way through.

Ms. Stolzenberg will be in attendance at the January meeting and will develop questions, which will be approved by the Committee, for an online survey.

Ms. Greenwood stated that in February or March there will be a joint meeting between all Town and Village Boards.

Councilman Midwood informed the Board that the Committee has a Facebook page North East/Millerton Comprehensive Plan.

Supervisor Kaye explained that during the grant application process an amount for a planner was needed and the selection was made by the Comprehensive Plan Committee.

Supervisor Kaye asked since the IMA was lengthy, if there was anyone in the audience who would like it read before it was voted on. He also noted it was available on the website. No one asked to have it read.

Authorization for the Supervisor on Behalf of the Town to Sign the Inter-municipal Cooperation Agreement Between the Town of North East and the Village of Millerton Regarding the Development of Comprehensive Plan

Resolution Authorizing Supervisor to Execute an Agreement with Nan Stolzenberg d/b/a Community Planning and Environmental Associates

NORTH EAST TOWN BOARD

RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO EXECUTE AN INTERMUNICIPAL COOPERATION AGREEMENT (IMA) WITH THE VILLAGE OF MILLERTON, CONSULTING AGREEMENT WITH COMMUNITY DEVELOPMENT AND ENVIRONMENTAL ASSOCIATES, AND MEMORANDUM OF UNDERSTANDING WITH HUDSON VALLEY GREENWAY WITH REGARD TO THE COMPREHENSIVE PLAN REVISIONS

WHEREAS, §272-a(1) of the New York State Town Law provides, in relevant part, as follows:

- “(a) Significant decisions and actions affecting the immediate and long-range protection, enhancement, growth and development of the state and its communities are made by local governments.
- (b) Among the most important powers and duties granted by the legislature to a town government is the authority and responsibility to undertake town comprehensive planning and to regulate land use for the purpose of protecting the public health, safety and general welfare of its citizens.
- (c) The development and enactment by the town government of a town comprehensive plan which can be readily identified, and is available for use by the public, is in the best interest of the people of each town.
- (d) The great diversity of resources and conditions that exist within and among the towns of the state compels the consideration of such diversity in the development of each town comprehensive plan.
- (e) The participation of citizens in an open, responsible and flexible planning process is essential to the designing of the optimum town comprehensive plan.
- (f) The town comprehensive plan is a means to promote the health, safety and general welfare of the people of the town and to give due consideration to the needs of the people of the region of which the town is a part.
- (g) The comprehensive plan fosters cooperation among governmental agencies planning and implementing capital projects and municipalities that may be directly affected thereby.
- (h) It is the intent of the legislature to encourage, but not to require, the preparation and adoption of a comprehensive plan pursuant to this section.”

and

WHEREAS, §7-722(1) of the New York State Village Law contains identical provisions with regard to a village's Comprehensive Plan; and

WHEREAS, both New York State statutes define the Town and Village Comprehensive Plan, in relevant part, as follows:

“The materials, written and/or graphic, including, but not limited to, maps, charts, studies, resolutions, reports and other descriptive materials that identify the goals, objectives, principles, guidelines, policy standards, devices and instruments for the immediate and long-range protection, enhancement, growth and development of the [municipality] located”

and

WHEREAS, both New York State statutes provide, in relevant part, that the Town Board and/or Village Board of Trustees may by resolution prepare a Town/Village Comprehensive Plan and amendments thereto; and

WHEREAS, the contents of the Town and/or Village Comprehensive Plan, as set forth in Town Law§272-a(3) may include the following topics at a level of detail adapted by the special requirements of the municipality:

- :(a) General statements of goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth and development of the town are based.
- (b) Consideration of regional needs and the official plans of other government units and agencies within the region.
- (c) The existing and proposed location and intensity of land uses.
- (d) Consideration of agricultural uses, historic and cultural resources, coastal and natural resources and sensitive environmental areas.
- (e) Consideration of population, demographic and socio-economic trends and future projections.
- (f) The location and types of transportation facilities.
- (g) Existing and proposed general location of public and private utilities and infrastructure.
- (h) Existing housing resources and future housing needs, including affordable housing.
- (i) The present and future general location of educational and cultural facilities, historic sites, health facilities and facilities for emergency services.
- (j) Existing and proposed recreation facilities and parkland.
- (k) The present and potential future general location of commercial and industrial facilities.

(l) Specific policies and strategies for improving the local economy in coordination with other plan topics.

(m) Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.

(n) All or part of the plan of another public agency.

(o) Any and all other items which are consistent with the orderly growth and development of the Town

and

WHEREAS, §7-722(3) of the Village Law contains identical provisions with regard to the topics which may be included in the Village Comprehensive Plan; and

WHEREAS, §272-a of the Town Law and §7-722 of the Village Law provide, in relevant part, that all of the Town's/Village's land use regulations must be in accordance with the Comprehensive Plan adopted pursuant to these sections of the law; and

WHEREAS, the Town and the Village adopted a joint Comprehensive Plan in 1976 and the Town amended its plan in the 1980s with a housing plan and a plan for Route 44, east of the Village and a Farm Land Protection Plan adopted in 2010; and

WHEREAS, the Town and Village adopted an amended joint Comprehensive Plan in 1992; and

WHEREAS, a 1992 joint Comprehensive Plan provides, in relevant part, that the plan was not intended to be a rigid document and should serve as a flexible guide and to be part of a continuous planning process; and

WHEREAS, both the Town Law and Village Law recommend periodic reviews of the adopted Comprehensive Plans; and

WHEREAS, the New York State Town Law and Village Law provide, in relevant part, that all Town/Village land use regulations must be in accordance with a Comprehensive Plan adopted pursuant to the respective sections of the law; and

WHEREAS, the Town Board and the Village Board have determined that the current zoning codes for the respective municipalities are in need of revision and update, and that, as a condition precedent to that process, the joint Comprehensive Plans of the Town and Village must be updated in accordance with the requirements of the New York State Town and Village Laws; and

WHEREAS, the Town of North East, by Local Law No. 2 of 2000, pursuant to the provisions of §44-0119 of the Environmental Conservation Law of the State of New York adopted the Statement of Land Use Policies, Principles and Guides entitled: “Greenway Connections: Greenway Compact Program and Guides for Dutchess County Communities” by which action the Town of North East became a participating community in the Greenway Compact (See, Chapter 26 of the Town Code); and

WHEREAS, the Village of Millerton, similarly, became a participating community in the Greenway Compact by Local Law No. 2 of 2000 (See, Chapter 16 of the Village Code); and

WHEREAS, the Town, as project sponsor, has applied for, and received, a grant pursuant to the Hudson River Valley Greenway grant program to cover a portion of the costs of the proposed Comprehensive Plan revisions; and

WHEREAS, the grant provides for \$25,000 of Greenway funds with a required Grantee match of \$25,000; and

WHEREAS, the Town and the Village have agreed that the Grantee match, as specified in the grant application, shall include: (i) \$19,500 of “in kind services” provided equally by both municipalities; (ii) a Town of North East cash contribution of \$3,000; (iii) a Village of Millerton cash contribution of \$1,000; and (iv) a Townscape cash contribution of \$1,000; and

WHEREAS, a Memorandum of Understanding (“MOU”) dated October 17, 2017 setting forth the terms and conditions of the grant has been submitted to the Town for execution by Hudson River Valley Greenway and the MOU has been reviewed by the Village Board of Trustees, the Town Board and the parties’ respective legal counsel; and

WHEREAS, the MOU requires, in relevant part, adherence to a prescribed project schedule; the provision of the matching funds by the municipalities; an accounting of actual volunteer time and other in kind services to be provided; submission of claim funds to Greenway for payment of services performed pursuant to the MOU; submission of a final report, as well as other requirements; and

WHEREAS, the New York State Town and Village statutes provide, in relevant part, that the municipalities may by resolution direct a “special board” to prepare the proposed amendments to the Comprehensive Plan and prescribe certain procedures to be followed by the special board and the respective municipal boards in adoption of the Comprehensive Plan amendments; and

WHEREAS, the Town Board and the Village Board, in or about January of 2017, created a Comprehensive Plan committee and appointed the following members to that committee:

- (a) Edith Greenwood – committee chair (Co-Chair of the Town of North East Zoning Board of Appeals);
- (b) Dale Culver (Chairman of the Town of North East Planning Board);
- (c) C. Lance Middlebrook (Chairman of the Planning Board of the Village of Millerton);
- (d) John Midwood (Town of North East Town Board member);
- (e) Steven Waite (Deputy Mayor of the Village of Millerton);
- (f) Diane Engleke (Chairperson of the Conservation Advisory Council of the Town of North East);
- (g) John Crodelle (Retired Town of North East Justice); and
- (h) Edward Downey (President of the North East Historical Society; former Supervisor of the Town of North East; former member of the North East Planning Board; and member of the 1976 Town/Village Comprehensive Plan Committee);

and

WHEREAS, the Comprehensive Plan Committee has conducted committee meetings on March 30; April 27; May 25; June 22; July 27; September 27; and October 26, 2017; and

WHEREAS, the minutes of those meetings have been posted on the Town and Village websites; and

WHEREAS, the Village Board of Trustees, the Town Board and the Comprehensive Plan Committee determined it will require the services of a professional planner experienced in comprehensive plan adoption and amendment process to assist in the preparation of the Comprehensive Plan amendments and the retention of a consultant planner is required by the terms of the Greenway Grant; and

WHEREAS, the Committee prepared a Request for Qualifications (“RFQ”) for professional planning services in conjunction with the Comprehensive Plan amendment process; received several proposals; interviewed four qualified applicants; and selected Nan C. Stolzenburg d/b/a/ Community Planning and Environmental Associates (AICP CEP) (hereinafter

“Stolzenburg”) as the planning consultant to assist the Comprehensive Plan Committee, and the Town and Village in the adoption of the amended Comprehensive Plan; and

WHEREAS, Stolzenburg has submitted to the Town and the Village a proposed Consulting Agreement for her services and has prepared a tentative schedule of work in conjunction with the Comprehensive Plan update process which has been presented, and approved by, the Comprehensive Plan Committee and both the Town and Village Boards (a copy of which is annexed to the IMA; and

WHEREAS, the Town and the Village are desirous of ensuring that the Comprehensive Plan revision process is carried out in full compliance with the requirements of §272-a of the Town Law and §7-722 of the Village Law and is conducted in a manner which is fully open, transparent and inclusive of the comments, recommendations and concerns of the residents of the Town and the Village.

NOW, THEREFORE, BE IT RESOLVED,

1. That the “Comprehensive Plan Committee” is hereby reconstituted as a “Special Board” pursuant to the provisions of §272-a(6)(b) of the Town Law and §7-722(6)(b) of the Village Law. However, the said Board shall continue to be commonly referred to as the “North East/Millerton Comprehensive Plan Update Committee” (“Committee”).

2. That the Committee shall consist of nine (9) members, and the original eight (8) members are hereby reappointed retroactive to January 1, 2017 with Edith Greenwood designated as the Chairperson of said Committee.

3. The Town and Village shall solicit applications for the additional Committee member through announcements at their respective meetings; advertisement on their respective websites; and the posting of solicitation for applicants on their respective municipal boards, and shall endeavor to mutually select the ninth member of the Committee among the applicants, to include representation on the Committee from a segment of the Town/Village not already represented on the Committee.

4. Notwithstanding the fact that the Committee shall function in an advisory capacity, the Committee shall comply with all of the requirements of Article 7 of the Public Officers Law commonly known as the “Open Meetings Law” and all meetings of the Committee shall be open to the public with public notice of said meetings provided pursuant to §104 of the

Public Officers Law. In addition, minutes of the Committee shall be kept and posted on the Town and Village websites and filed in the offices of the Town and Village Clerks.

5. The Committee shall have the right to establish its own rules of procedure for the conduct of its meetings and public participation and comment at those meetings. All public hearings conducted by the Committee shall be conducted in accordance with the requirements of §272-a of the Town Law and §7-722 of the Village Law and the normal and customary requirements for the conduct and notice of municipal public hearings.

6. The Committee shall provide reports on its work and progress to the Town Board and the Village Board on a periodic basis, but no less than once every two months. Those reports shall be presented to the Boards in open sessions of the respective municipal boards and shall be posted on the parties' websites and filed in the offices of the Town and Village Clerks.

7. The Town Supervisor is hereby authorized to execute the MOU with Hudson River Valley Greenway, a copy of which is annexed to the IMA as Exhibit "B".

8. Notwithstanding the fact that the Town will be the signatory to the MOU, both the Town and the Village agree to comply with all of the terms, conditions and requirements of the MOU and shall cooperate in providing all required matching funds; in kind services; claim forms; reports and other requirements of the MOU to insure the reimbursement to the Town of the grant funds.

9. The Town shall be responsible for the payment of all expenses pursuant to the Comprehensive Plan Update Project ("the Project") as incurred, and shall be entitled to reimbursements for those expenses from Hudson River Valley Greenway as provided by the MOU.

10. Both the Town and the Village shall cooperate in supplying the necessary in kind services and their respective portions of the Grantee Match for the project in accordance with the MOU and this IMA. The Town agrees to pay the cost of any reasonable additional expenses in conjunction with the Project provided the same can be paid out of Town-wide funds.

11. The Town Supervisor is hereby authorized to execute the Agreement with Stolzenburg in the same or substantially similar form as submitted to the Town and the Village by Stolzenburg, together with the rider to that agreement prepared by the Attorney to the Town and the payments shall be made by the Town to Stolzenburg in accordance with that agreement and this Intermunicipal Agreement ("IMA"). The Town agrees to pay such additional fees to

Stolzenburg not included in the basic agreement with Stolzenburg, but which are reasonably incurred and deemed necessary for the Project by the Committee, the Town Board and the Village Board of Trustees provided those costs can be paid by the Town out of the Town-wide fund.

12. In addition to the public hearings and meetings required of the Committee by New York State law, the Committee shall also conduct “focus groups” to receive the input, comments and concerns of various segments of the communities on the proposed Comprehensive Plan amendments. Those focus groups may be conducted by one or more individual members of the Committee not constituting a quorum of the same, and shall not be subject to the requirements of the Open Meetings Law, but a report of the information gained from those focus groups shall be made to the Committee for utilization by the Committee in performing its functions and shall be part of the records of the Committee.

13. The Town Board and the Village Board shall conduct joint public hearings in accordance with the requirements of the New York State laws with regard to the adoption of the Comprehensive Plan and shall adhere to the requirements of §7-722 of the Village Law and §272-a of the Town Law and New York State Environmental Quality Review Act (“SEQRA”) in the Comprehensive Plan amendment adoption process.

14. The Town Supervisor is hereby authorized to execute the IMA between the Village and the Town in the same or substantially similar form as has been presented to the Town Board.

MOTION: John Merwin
SECOND: James Campbell

SUPERVISOR KAYE	Voted AYE
COUNCILMAN CAMPBELL	Voted AYE
COUNCILMAN J. MERWIN	Voted AYE
COUNCILMAN S. MERWIN	Voted ABSENT
COUNCILMAN MIDWOOD	Voted AYE

This resolution was declared duly adopted on December 14, 2017

Dated: December 15, 2017
Millerton, New York

LISA COPE
Town Clerk, Town

Close the Public Hearing on Scribner Road

The Public Hearing was opened at last month's meeting.

Warren Replansky, Town Attorney, explained that this is a qualified abandonment of a portion of Scribner Road. The petition for the qualified abandonment was filed by the Sgroi family; a public hearing was scheduled and held November 9, 2017 at 7:45 PM. The Commissioner of Public Works is to consent to the abandonment as was to be at the Public Hearing and he had asked for a stenographer to be present. Unfortunately, the Commissioner and stenographer did not appear but the Board held the Public Hearing anyway and there were no negative issues with regard to the qualified abandonment and continued the Public Hearing to this meeting.

Mr. Replansky stated that subsequent to the Public Hearing he was in touch with the Commissioner to see if he had any objection to the Board having opened and proceeded with the Public Hearing sans his presence and that of a stenographer. The Commissioner assured Mr. Replansky that he was satisfied with the process the Board followed and can go ahead and close the public hearing.

Mr. Replansky stated that this is subject to SEQR and classified as an unlisted action.

Mr. Replansky prepared a short EAF and sent it to the Board and took the liberty to answer the questions to Part I & Part II. If this is acceptable to the Board he would need an oral resolution from the Board to adopt Part I & II of the short form EAF and issue a negative declaration.

On a motion by Councilman J. Merwin, seconded by Councilman Midwood the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to adopt Part I & II of the short form EAF and issue a negative declaration.

On a motion by Councilman Midwood, seconded by Councilman J. Merwin the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to accept resolution authorizing the Town Supervisor to File a Certificate of Qualified Abandonment of a Portion of Scribner Road

Meeting with Counsel

General Legal Matters

Mr. Replansky stated that he has prepared and sent the Board a Resolution Authorizing the Town Engineer to Commence Preliminary Feasibility Study on Tax Parcel 950854 which is the parcel north of the Town off Route 22, the proposed site for the possible highway garage.

Clerk Cope read the resolution into the record.

On a motion by Councilman J. Merwin, seconded by Councilman Campbell the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to adopt Resolution Authorizing the Town Engineer to Commence Preliminary Feasibility Study on Tax Parcel 950854

Executive Session

Mr. Replansky stated that there were no issues to discuss in Executive Session but there is an issue regarding a personnel issue that needs to be discussed in attorney client session.

Announcement of New Opening on the Planning Board

Supervisor Kaye stated that the Board would be accepting applications/resumes from individuals that are interested. Notices will be placed in the newspapers for two weeks.

Interviews will be conducted and after the interviews the Board will approve the new member.

Possibility of the Town of North East Becoming a Climate Smart Community

Supervisor Kaye explained that the major reason for looking into this will offer the Town the opportunity to apply for several other possible grants.

Supervisor Kaye explained that the process would involve the Town Board taking a pledge vowing to look into how to go about alleviating a number of different factors that would need to be stated in that pledge.

Supervisor Kaye hopes to have the Board take that pledge at the January 2018 meeting and see how the Town may proceed in becoming a climate smart community.

Explanation of New Recording Process for Recording Town Board Meetings

Councilman Midwood explained that the Town has a Cablevision grant of \$2,600 to upgrade equipment. He would like to purchase a video recorder and suspend it from the wall. The current equipment is 15 plus years old and is a VHS that sits on a tripod and takes up a lot of space.

The video will be available on the Town's website.

Discussion of the Bids Received for a Generator to Run Town Hall in Times of Power Outages and Authorization for the Supervisor to Sign the Notice of Award Based on Town Board Approval

Supervisor Kaye stated that the Town sent out RFPs to three different companies for generator bids and received quotes from two.

One bid was from Ginnochio Electric for \$8,945 and one from Berlinghoff Electric for \$9,482.36.

Supervisor Kaye stated that Morris Associates drew up the bid documents and has advised that the Town go with the low bidder.

On a motion by Councilman J. Merwin, seconded by Councilman Midwood the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to Authorize the Supervisor to Sign the Notice of Award Based on Town Boards Approval

Acceptance of Pricing for Propane Tanks and Propane Gas to Run Generator

Supervisor Kaye explained that the Town received bids from three companies:

- 1) Crown Energy – 2 – 120 gallon tanks; \$425 installation fee; \$2.35/gallon
- 2) Taylor Oil – 2 – 120 gallon tanks, \$875 installation fee; \$4.25/gallon
- 3) Botini – 1- 500 gallon tank; \$250/yr. lease fee; \$350 installation fee; \$2.30/gallon

On a motion by Councilman Campbell, seconded by Councilman Midwood the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)

NAYS – 0

RESOLVED, to accept the Crown Energy's pricing of propane tanks and propane gas to run generator.

Acceptance of Revised Building Department Fee Schedule

Supervisor Kaye explained the Board asked the Building department to update its fee schedule and the Department had submitted a revised fee schedule.

On a motion by Councilman J. Merwin, seconded by Councilman Campbell the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to accept the revised Building Department fee schedule

Supervisor's Report

Budget Adjustment

Supervisor Kaye presented Budget Adjustment #7 of 2017

On a motion made by Councilman J. Merwin, seconded by Councilman Campbell the following was:

ADOPTED – AYES - 4 (Kaye, J. Merwin, Campbell, Midwood)
NAYS – 0

RESOLVED, to accept Budget Adjustment #7 of 2017

Supervisor Kaye presented Special Abstract dated November 20, 2017 totaling \$ 7,653.67 broken down as follows:

Monthly Bills Abstracts/Special Abstracts

A Fund -	\$3,069.70
DB Fund -	\$4,372.45
T&A Payroll -	\$211.52
Total -	\$7,653.67

On a motion by Councilman Campbell, seconded by Councilman J. Merwin the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to accept Special Abstract dated November 20, 2017.

Supervisor Kaye presented Special Abstract dated December 5, 2017 totaling \$ 63,318.00 broken down as follows:

A Fund -	\$29,759.46
B Fund -	\$6,964.98
DB Fund -	\$26,593.56
Total -	\$63,318.00

On a motion by Councilman Midwood, seconded by Councilman Midwood the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to accept Special Abstract dated December 5, 2017.

Supervisor Kaye presented Abstract dated December 14, 2017 totaling \$ 194,155.83 broken down as follows:

A Fund -	\$46,763.36
B Fund -	\$3,640.84
DB Fund -	\$143,751.63
Total -	\$194,155.83

On a motion by Councilman Campbell, seconded by Councilman Merwin the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to accept Abstract dated December 14, 2017.

Voucher Committee January 2018

Incoming Councilman Ralph Fedele and Councilman Midwood

Approval of Minutes from Previous Meeting

On a motion by Councilman J. Merwin, seconded by Councilman Campbell the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to accept the minutes from November 9, 2017 as corrected.

General Comment Period

Ed Downey thanked Councilman Jim Campbell for his service on the Town Board.

Adjournment

On a motion by Councilman Midwood, seconded by Councilman J. Merwin the following was:

ADOPTED – AYES – 4 (Kaye, Campbell, J. Merwin, Midwood)
NAYS – 0

RESOLVED, to adjourn the meeting at 8:10 PM

Respectfully Submitted,

Lisa Cope
Town Clerk

Approved: January 11, 2018