

February 10, 2015 – Regular Meeting

The regular meeting of the Gardiner Town Board was held this evening at the Gardiner Town Hall at 6:00 PM. Present were Supervisor Zatz and Councilman Dukler, Hinson, Reynolds and Wiegand.

### **EXECUTIVE SESSION**

Councilman Wiegand made a motion to enter into executive session with a second by Councilman Dukler. Motion carried and the Board began discussion at 6:06 PM. Also present in executive session were Town Clerk Michelle Mosher and Superintendent of Highways Brian Stiscia. The purpose of the executive session was to discuss the employment of a particular person.

### **LEAVE EXECUTIVE SESSION AND ENTER REGULAR SESSION**

At 7:10 PM the Town Board left executive session and entered into regular session on motion of Councilman Dukler, seconded by Councilman Wiegand and carried.

### **ANNOUNCEMENTS**

February 16 – Town Hall will be closed in observance of Presidents Day

March 21 – Wine tasting and dance at Robibero Winery. Sponsored by the Gardiner Day Committee.

### **PROPERTY ASSESSMENT REVALUATION**

Assessor Maureen Gallagher and Reval consultant Michael Dunham were present to explain the reasoning behind the shift in the completion schedule for the property assessment revaluation. They have proposed extending the completion time to 2017. Mr. Dunham explained his reasoning was based on a misjudgment of how many parcels could be evaluated each year along with strict guidelines established by the State for specific cycles that must be followed on an annual basis. Mr. Dunham also explained that the Town must follow the State guidelines in order to receive the established reimbursement of \$5 per parcel (approx \$15,000) when the revaluation is completed. He also explained that there would be no additional cost to the Town for the extension. Board members accepted the change and requested that Mr. Dunham present them with a new contract revising the dates. Board members also stated they would like updates at a meeting on a regular basis.

### **HIGHWAY DEPARTMENT**

Councilman Wiegand and Superintendent Stiscia will be meeting tomorrow February 11 with representatives of Morris Associates regarding the salt shed and highway garage.

Councilman Hinson commented on a steel boot for the deteriorated wood on the salt shed for repair and asked that Councilman Wiegand address this with Morris Associates.

### **CLOVE ROAD BRIDGE**

Supervisor Zatz announced that the Clove Road bridge has been red flagged by the NYS DOT and the closing of the road may be in the very near future. The road may be closed for an undetermined amount of time. Ulster County Planning Board member Dennis Doyle, NYS DOT representative Dave Corrigan and Supervisor Zatz will be meeting at the bridge to discuss its repair/replacement. Supervisor Zatz stated that in order to get some momentum going he is encouraging the Supervisors of the Town of Rochester and the Town of Marbletown, to adopt a Town Board resolution expressing how much of an inconvenience this will be for their communities. Glenn Hoaglund of Mohonk Preserve will add to the this as well.

**TRANSFER STATION GRANTS**

Board members received a copy of the grant pre-application which will be sent to the organization that is sponsoring the grant. The purpose of the pre-application is to see what the money would be used for by the agency. If the pre-application is approved it is then sent into a queue route for acceptance.

Councilman Reynolds and the recycling coordinator commented that the applications is set up as two (2) separate applications , one for the capital project and one for administrative costs (i.e. salary etc). There is generally \$7,000,000 available for distribution each year from this agency.

Councilman Reynolds commented that there was a compostable savings for January of \$330.00. 728 pounds of waste was diverted.

**PARK PAVILION**

Councilman Zatz stated that he has received a proposal/recommendation on the repair/replacement of the park pavilion. This too is in danger of collapse.

**TOWN HALL INSPECTION**

The Town Hall has recently been inspected by insurance carrier NYMIR representatives. They cited several issues both inside and outside Town Hall and at the park buildings. Mr. Zatz will come back with numbers for the repair work at both locations.

Supervisor Zatz suggested the purchase of a snow blower for the buildings and ground custodian to help with the Town Hall property as well as the sidewalks in Town that the Town is responsible to clear.

**HIRING AND SUPERVISION OF TOWN EMPLOYEES AND VOLUNTEERS**

**Resolution No. 54** – Offered by Councilman Wiegand

WHEREAS, a variety of individuals work for the Town of Gardiner including paid employees and volunteers, adults 18 and older and teenagers between the ages of 14 and 17, as well as children volunteers under the age of 14 with adult supervision; and

WHEREAS, the Town wishes to establish a protocol to provide guidance for hiring and supervising the array of persons working for the Town, it is hereby

RESOLVED that all appointments and promotions of individuals working for the Town whether paid or as volunteers shall be selected based on merit and fitness for the position and, where applicable, after competitive examination; and

BE IT FURTHER RESOLVED that in the event that a department head of the Town of Gardiner wishes to create a new position or fill a vacancy in an existing position, the department head shall notify the Town Supervisor and shall deliver a summary of the duties, responsibilities, skills and qualifications required for the position. The Town Board will thereafter determine whether the new position or vacancy shall be filled and if so, whether it be on a full-time, part-time, temporary or seasonal basis; and

BE IT FURTHER RESOLVED that if the Town wishes to create or fill the position the Town Board shall determine the source of funds to be used for any paid position created or filled. Prior to making that determination the Town Supervisor will contact the Civil Service Administration of Ulster County to determine whether the job title requires approval. If the answer is affirmative a request may be made that the agency commence the approval process; and

BE IT FURTHER RESOLVED that in the event that a job position becomes vacant or available an announcement shall be posted on the Town's official bulletin boards and on the Town's website and, at the discretion of the Town Board, further efforts may be made to advertise the position; and

BE IT FURTHER RESOLVED that any individual under the age of 18 who is working as a paid or as a volunteer employee for the Town must first secure and deliver to the department head a completed permission slip executed by the minor's parent or legal guardian authorizing the minor to engage in work for the Town; and

BE IT FURTHER RESOLVED that with respect to teenagers between the age of 14 and 17, they must have working papers if they are to be paid for their duties; and

BE IT FURTHER RESOLVED that with respect to teenagers who perform work for the Town, said individuals must be either accompanied and supervised by their parent or legal guardian or, alternatively, there must be a written authorization executed by the individual's parent or legal guardian designating another adult to serve as supervisor of said children during the course of their work for the Town; and

BE IT RESOLVED that in the event that any employee, paid or unpaid, is performing tasks which could cause physical harm to said employees, the department head shall insure that said employees are equipped with and utilize necessary protective gear such as hard hats, goggles, protective gloves, long sleeves and long pants, sturdy closed-toe shoes, and such other protective gear and equipment as may be appropriate to protect said employees from injury while performing the required tasks; and

BE IT FURTHER RESOLVED that all employees, paid or unpaid, adult or minors, shall be given appropriate training and direction by the department head for whom said individuals are working. With respect to individuals under the age of 18, any discipline of said individuals shall be verbal only and any such discipline must be made in the presence of their parent or the responsible adult designated by said parent to supervise the minor's activities while working for the Town.

Seconded by Councilman Hinson and carried.

### **BALLFIELD PARKING LOT**

Supervisor Zatz stated that there are no final drawings for the parking lot to be located at the Town Hall ball field. NYS DOT has given the Town the go ahead to begin the project. The Town will get the permit from DOT, bid out the small amount of concrete work to do and have the Highway Dept. do the gravel work for the parking. What funds that remains can be put into the highway fund.

### **HEALTH INSURANCE**

Councilman Hinson has spoken to other health insurance brokers and has come to the conclusion that all brokers draw from the same pool of insurance plans. After discussion with these brokers he realizes that the Town is already doing all it can to keep costs down from the available plans presented to the Town Board.

Councilman Dukler suggested speaking with other towns in Ulster County to see if they would be interested in joining together to provide health insurance for town employees in able to keep the cost of insurance down for each town.

### **SUPERVISOR REPORT – DECEMBER PARTIAL**

The partial December 2014 Supervisor Report was approved as presented on motion of Councilman Wiegand, seconded by Councilman Dukler and carried.

## **SUPERVISOR REPORT – JANUARY 2015**

The January 2015 Supervisor Report was approved as presented on motion of Councilman Wiegand, seconded by Councilman Dukler and carried.

### **CLAIMS**

Partial claims for December 2014 approved for payment on motion of Councilman Wiegand, seconded by Councilman Dukler and carried. They are listed on Abstract 12B as follows: General Fund voucher #631-643 \$8,526.58; Highway Fund voucher #393-394 \$170.00; Sewer Fund voucher #45-46 \$2,964.19.

### **BUDGET TRANSFERS AND SUPPLEMENTAL APPROPRIATIONS – DECEMBER 2014**

**Resolution No. 55** – Transfers within Sewer Fund – Offered by Councilman Wiegand

Resolved, pursuant to Section 112, Town Law, the 2014 Annual Budget, Sewer Fund, is hereby amended to provide for the transfer of \$700.00 from Acct No. 03.07.8110.468 CE Repairs to Acct No. 03.07.8110.465 CE Septic Cleaning.

Seconded by Councilman Dukler and carried.

**Resolution No. 56** – Transfers within General Fund – Offered by Councilman Wiegand

Resolved, pursuant to Section 112, Town Law, the 2014 Annual Budget, General Fund, is hereby amended to provide for the transfer of \$636.00 from Acct No. 00.01.1420.401 CE Codification to Acct No. 00.01.1420.470 CE Labor Relations, \$97.00 from Acct No. 00.02.3510.460 CE Veterinary Service to Acct No. 00.02.3510.402 CE Mileage, \$675.00 from Acct No 00.07.8020.439 CE Meeting Reimbursement to Acct No. 00.07.8020.404 CE Engineer and \$473.00 from Acct No. 00.07.8020.460 CE Town Planner to Acct No. 00.07.8020.404 CE Engineer.

Seconded by Councilman Dukler and carried.

**Resolution No. 57** – Transfers within General Fund – Offered by Councilman Wiegand

Resolved, pursuant to Section 112, Town Law, the 2014 Annual Budget, General Fund, is hereby amended to provide for the transfer of \$7.00 from Acct No. 00.07.8020.103 PS PB Clerk to Acct No. 00.07.8020.404 CE Engineer, \$149.00 from Acct No. 00.01.1920.400 CE Municipal Dues to Acct No. 00.01.1910.400 CE Unallocated Ins., \$1,173.00 from Acct No 00.01.1320.401 CE Payroll Service to Acct No. 00.04.5182.401 CE Street Lighting and \$1,207.00 from Acct No. 00.04.5132.414 CE Fuel to Acct No. 00.04.5132.489 CE Salt Shed.

Seconded by Councilman Dukler and carried.

### **CLAIMS**

Claims for January 2015 were approved for payment on motion of Councilman Wiegand, seconded by Councilman Dukler and carried. They are listed on Abstract #1 as follows: General Fund voucher #1-50 \$77,643.318; Highway Fund voucher #1-26 \$28,112.32; Sewer Fund voucher #1 \$1,650.00.

### **BUDGET TRANSFERS AND SUPPLEMENTAL APPROPRIATIONS – DECEMBER 2015**

**Resolution No. 58** – Supplemental Appropriation in General Fund – Offered by Councilman Wiegand

Resolved, pursuant to Section 112, Town Law, the 2015 Annual Budget, General Fund, is hereby

amended to provide for a supplemental appropriation in the amount of \$1,991.00 in Acct No. 00.09.9730.701 Debt Service Int.

Seconded by Councilman Dukler and carried.

**Resolution No. 59** – Transfers within General Fund – Offered by Councilman Wiegand Resolved, pursuant to Section 112, Town Law, the 2015 Annual Budget, General Fund, is hereby amended to provide for the transfer of \$105.00 from Acct No. 00.04.5132.401 CE Misc. to Acct No. 00.04.5132.489 CE Salt Shed and \$100.00 from Acct No. 00.07.8160.460 CE Outside Prof. Service to Acct No. 00.07.8160.401 CE Misc. Landfill.

Seconded by Councilman Dukler and carried.

**Resolution No. 60** – Transfers within Highway Fund – Offered by Councilman Wiegand Resolved, pursuant to Section 112, Town Law, the 2015 Annual Budget, Highway Fund, is hereby amended to provide for the transfer of \$210.00 from Acct No. 00.04.5110.108 PS Reg. Rd Overtime. to Acct No 01.04.5110.113 PS PT Overtime

Seconded by Councilman Dukler and carried.

#### **UPCOMING FINANCIAL REVIEW**

Councilman Wiegand distributed an outline for a financial review he would like to see for March 2015. The outlined consisted of a 2014 financial review, the priority of unfunded projects, funding sources, an infrastructure /funding grid and what the next steps are.

#### **PARK POND FENCING**

Supervisor Zatz spoke with the representatives of NYMIR about removing the fence around the pond located at Majestic Park. Representatives stated they will cover the Town whether there is a fence surrounding the pond or not.

#### **ADJOURNMENT**

On motion of Councilman Wiegand, seconded by Councilman Dukler and carried, the meeting was adjourned at 9:16 PM.

Respectfully submitted,

Michelle L. Mosher  
Town Clerk