

Minutes of the Beautification Commission Meeting held on August 13, 2015 at 5:45PM.

Present: Maria Hunter, Chairperson; Justin Hunter, Vice Chairperson; Desiree Potvin, Secretary/Treasurer; Joseph Ingenito, Diane Marrone (*arrived late*), Martha Nask and Joseph Telesca (*arrived late*)

Absent: None

Also Present: Robert Hunter, Town Council; Robert Anzalone

### **1. Acceptance of Minutes:**

Motion was offered by Joseph I, seconded by Justin, to accept the minutes of the meeting held July 9, 2015. All voted in favor of said motion and the motion was unanimously carried.

**2. Budget Report:** There have been no expenses since the last meeting.

### **3. Establish Meeting Rules/Procedures:**

Since this is the first meeting of the newly created "Beautification Committee", the Board discussed the establishment of meeting rules and procedures. (*NOTE – Diane and Joseph T arrived during this discussion*). Each Board member was provided a copy of the new Town Law as well as the procurement policy. A motion was then offered by Joseph I, seconded by Justin, to adopt the following rules and procedures:

1. The Beautification Committee will hold regular meetings the second Thursday of each month at 5:45PM at Town Hall.
2. Additional meetings and work events will be scheduled by the Chairperson.
3. The Committee will follow "Roberts Rules of Order" for meeting conduct.
4. The agenda format will consist of the following: Acceptance of Minutes, Budget Update Report, Old Business, New Business, Board Member Comments, Public Comments, Announce Next Meeting Date and Adjournment.

All voted in favor of said motion and the motion was unanimously carried.

### **4. Old Business:**

Finalizing August 2015 Annual Report – A final version of the annual report was presented to the Committee for review and adoption. With no changes, a motion was offered by Maria, seconded by Diane, to approve the submission of the August 2015 Annual Report pursuant to Section 16-5 of the Town Code. All voted in favor of said motion and the motion was unanimously carried. *A copy of the report is printed at the end of these minutes.*

Update/Finalizing Clock Purchase Plans – Desiree noted that she reached out to the Town's in Orange County for assistance in fulfilling the procurement policy requirements. Cornwall responded that they purchased a clock from a vendor no longer in business and is having difficulty locating someone that can repair what they have. Tuxedo stated they are having a similar problem and noted that Ramapo recently purchased several clocks from Verdin as well. Desiree noted that Wallkill is purchasing clocks from Verdin too. Desiree also noted that Supervisor Caruso had seen a similar clock behind the CV Firehouse and thought we should see if it was available for purchase/use. Joseph T stated the clock is privately owned by the property it is currently on. Therefore, it was agreed that due diligence has been done and all avenues have been exhausted to fulfill the procurement policy. The clock will be ordered and the plan is to have it installed and ready to be unveiled in Spring 2016 on the Police department property. Justin asked if the representative from Verdin could come and help select the optimum location on the property and Desiree will request them to do so.

Town Hall Meeting Room Revitalization Project – Phase 1 was to replace all the ceiling tiles, which was done this past spring. It appears there is a leak that cannot be found but luckily only two ceiling tiles were damaged. Phase 2 is to remove all décor from the wall and to clean the walls and hangings. Phase 3 is to paint the walls and reposition the hangings in an orderly fashion. It was decided that Phase 2 will be done on October 24 at 9AM and Phase 3 will be done on November 7 at 9AM. Desiree will coordinate with the Court and the School District for community service workers and also with Superintendent Blair for supplies.

**5. New Business:**

Purchase of Mums from Hospice – Motion was offered by Maria, seconded by Joseph T, to purchase 48 mums costing \$400 from Hospice Auxiliary of Orange and Sullivan Counties. All voted in favor of said motion and the motion was unanimously carried.

Fall Clean-Up/Decorating Plans – The Orange County Volunteer Firemen’s Parade is in Woodbury this year on September 26. It is their 100<sup>th</sup> Anniversary and it is also the Highland Mills Fire Company’s 125<sup>th</sup> Anniversary. There will be approximately 60 fire companies participating and crowds of over 4000 as well. The parade route is from Brigadoon Blvd south to Bond Street. Motion was offered by Maria, seconded by Joseph I, to schedule a work event for September 12 at 9AM. All will meet at the shed and all are requested to bring their own gloves and tools. All voted in favor of said motion and the motion was unanimously carried.

**6. Board Member Comments:**

Joseph I asked about previous “commission” members participating at our Committee meetings. It was noted that the meetings are always the second Thursday of each month and that they are noticed on Channel 22 as well. Anyone in Town can participate in Beautification Committee events as long as have a list for liability purposes.

Maria noted that she received an email from Tom Tshinkel about how to use vinegar and salt as a weed killer. She suggested that this be done to the sidewalks along Route 32 for the parade. Councilman Hunter stated he would speak to the Buildings/Grounds Department about it. Desiree will provide them with a copy of the email as well.

**7. Public Comments:**

Councilman Hunter stated he would like to see banners purchased that can be erected at different locations along Route 32 welcoming the firefighters to our community. It was suggested that the Town Board be asked to purchase the banners.

**8. Next Meeting:**

The next meeting will be held at 5:45PM on September 8, 2015 at Town Hall.

**9. Adjournment:**

With no further business to discuss, a motion was offered by Justin, seconded by Joseph T, to adjourn the meeting at 6:40PM. All voted in favor of said motion and the motion was unanimously carried.

Respectfully submitted,  
Desiree Potvin, Secretary/Treasurer

**Town of Woodbury Beautification Committee**

Annual Report – August 2015

Pursuant to Chapter 16-5 of the Town Code

Officers:                   Chairperson – Maria Hunter  
                                  Vice Chairperson – Justin Hunter  
                                  Secretary/Treasurer – Desiree Potvin

Executive Members:    Joseph Ingenito, Diane Marrone, Martha Nask, Joseph Telesca

Meetings:               Regular monthly meetings are held at 5:45PM on the second Thursday of each month at Town Hall. Additional meetings are held when necessary. The meetings are open to the public and are posted on the Town’s public access channel and municipal website.

Areas of Concentration:

Town Hall	Victory Park	Perrone Circle	Dog Shelter
Police Station	Oak Clove Circle	Libraries	Highway

Objectives:            To enhance the beauty and character of Woodbury as well as preserve it’s historic assets.

Activities 2014/2015:

- Holiday Decorations – Lighted ornaments used in areas noted above. Lighted snowflakes, candy canes and holly along Route 32 in both Central Valley and Highland Mills. New for 2015 are bells.
- Seasonal plantings for the Memorial Day Parade
- Fall Harvest decorations and seasonal plantings in the areas noted above
- Spring/Fall clean-up and plantings.
- Participation in Annual Woodbury Spring Clean-Up
- Began restoration/clean-up of Town Hall meeting room by replacing ceiling tiles.
- Purchased a second storage shed for our additional decorations

Goals for 2015/2016:

- Inventory holiday decorations and purchase replacement items where necessary
- Continue to enhance the landscaping along the Route 32 corridor on Town owned properties
- Work with all civic organizations and students that request our assistance
- Continue to work with community service workers
- Run electric to Perrone Circle
- Purchase signs for Police Department, Town Hall and Animal Shelter
- Restore Town Hall columns
- Enlarge the “green area” at Oak Clove Monument