

Minutes of the Town Board Meeting held on November 18, 2021 at 7:30PM

- Present: Frank Palermo, Supervisor
Thomas Burke, Jacqueline Hernandez and Robert Hunter, Council
- Absent: Tyler Etzel, Council
- Also Present: Joseph McKay, Attorney for the Town; Joseph Gianzero, Working Leader for Parks;
Maria Hunter, Beautification Committee; Laurie Tautel, County Legislator; Kevin
Watson, Police Chief; Rey Hernandez, Park Committee

Public Input:

James Freiband, in connection with possible projects for Eagle Scouts, presented a map to the Town Board with trail locations in Woodbury. He attended the Parks Committee meeting recently and brought to their attention the various trails that exists in Woodbury. Our community has a 3300+/- acre state park which has within it three entrances trails (Woodbury Falls has the blue trail, boundary of Woodbury/Monroe near First Ave the Jessup Trail, beginning at the dumpster at the Reservoir which is the Red Trail). He added he appreciates the Eagle Scouts have a desire to mark/clear the trail systems in Woodbury.

Legislator Tautel noted the holiday decorations erected thus far look wonderful.

Maria Hunter thanked Fran Jack from the Park Department for sending out emails to the community sharing upcoming Park events as well as events that are scheduled in the community. She feels it is a great way to keep the public informed.

Administrative Business:

a. Acceptance of Minutes:

Motion was offered by Councilwoman Hernandez, seconded by Councilman Burke, to accept receipt of the minutes of the meeting held on November 4, 2021.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
NOES 0

Motion was then offered by Councilwoman Hernandez, seconded by Councilman Burke, to accept receipt of the minutes of the virtual meeting held November 8, 2021.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
NOES 0

b. Approval of Abstract:

Motion was offered by Councilman Burke, seconded by Councilman Hunter, to approve Abstract 22 containing vouchers 211717 – 211800 and totaling \$1,284,884.23.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
NOES 0

c. Budget Modifications:

Motion was offered by Supervisor Palermo, seconded by Councilman Hunter, to approve modification to the 2021 budget as follows:

- Central Communications – increasing A1650.400 (Central Communication – Cable) by \$1365 and decreasing A1680.200 (Central Data Processing Equipment) by \$1365

- Parks Department – increasing A7110.482 (Trees) by \$4550 and decreasing A7110.463 (Chemicals) by \$4550
- Sewer District #1 – increasing SS1-1930.400 (Judgment and Claims) by \$465.51 and decreasing SS1-599 (Appropriated Fund Balance) by \$465.51
- Senior Center – increasing A7620.411 (Office Supplies) by \$100, A7620.200 (Equipment) by \$2205 and decreasing A7620.400 (Contractual Expenses) by \$100, A7620.469 (Kitchen/Food Supplies) by \$2205.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

New Business:

a. Authorize Supervisor to Sign – GASB Fixed Assets Proposal with CBIZ Valuation Group:

Motion was offered by Councilman Hunter, seconded by Councilwoman Hernandez, to authorize the Supervisor to sign the agreement with CBIS Valuation Group for the preparation of the GASB Fixed Assets report for 2021 at a cost of \$4500.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

b. Resolution – Authorize Supervisor to Sign - Town Hall Lease with Kent Management:

Motion was offered by Councilwoman Hernandez, seconded by Councilman Burke, to adopt the following resolution of authorize the Supervisor to enter into a renewal of lease with Kent Companies Inc., for the Town Hall:

WHEREAS the Town of Woodbury currently leases space in the Woodbury Professional Center, for the Town of Woodbury Town Hall (“Town Hall”) from Kent Companies, Inc.; and

WHEREAS the Town Board of the Town of Woodbury wishes to continue leasing this same space for the Town Hall; and

WHEREAS Kent Companies Inc. has prepared a proposed Renewal of Lease that provides for the lease of Town Hall from December 1, 2021, through November 30, 2031; and

WHEREAS Kent Companies Inc. has also agreed to grant the Town the right of first refusal to purchase the Woodbury Professional Center, should the property be put up for sale.

NOW, THEREFORE, BE IT HEREBY

RESOLVED that the Town Board hereby authorizes the Town Supervisor to enter into a Renewal of Lease between the Town and Kent Companies Inc., to include the right of first refusal, subject to review and approval of the renewal and right of first refusal documents by the Town Attorney.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

c. Authorize Supervisor to Sign – PERMA Workers Compensation Coverage Renewal:

Motion was offered by Councilman Burke, seconded by Councilwoman Hernandez, to authorize the Supervisor to sign the contract renewal with PERMA for workers compensation coverage for two years. The first year at the rate of \$97,569, the second year based on experience.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

d. Authorize Supervisor to Sign - 2022 MOA with Jewish Family Services:

Motion was offered by Councilwoman Hernandez, seconded by Councilman Hunter, to authorize the Supervisor to sign the 2022 Memorandum of Agreement with Jewish Family Services for

the Friendly Visitors Program. This year we will be hiring a person from Jewish Family Services to administer the program. The cost is an increase of \$1500 from previous years.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

e. Authorize Supervisor to sign – 2022 IMA Dial-a-Bus with Town of Monroe:

Motion was offered by Councilman Burke, seconded by Councilwoman Hernandez, to authorize the Supervisor to sign the 2022 Inter-Municipal Agreement with the Town of Monroe for Dial-A-Bus services.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

f. Approval of Auction Results – Police Bus:

Supervisor Palermo noted the high bidder of the previous auction failed to pay so the Police Bus needed to be readvertised. The auction ended yesterday and the successful high bidder was \$3100 (which is the same price awarded at the last auction). Motion was offered by Supervisor Palermo, seconded by Councilman Burke, to accept the bid received.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

g. Schedule Special Virtual Meeting – December 30, 2021 at 10:00AM:

Motion was offered by Councilman Hunter, seconded by Councilman Burke, to schedule a special, virtual meeting to be held on December 30, 2021 at 10AM to approve the final abstract for 2021, and to take other such actions as the Board needs to take at that time.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

h. Acceptance of Resignation/Re-Appointment – Karin Poggio:

Motion was offered by Supervisor Palermo, seconded by Councilman Burke, to accept the resignation of Karin Poggio from the position of Tax Collector effective November 8, 2021 for the purposes of retirement reporting.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

Motion was then offered by Supervisor Palermo, seconded by Councilwoman Hernandez, to reappoint Karin Poggio to the position of Tax Collector effective November 29, 2021 with a term to expire December 31, 2021.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

Supervisor Palermo noted the reason for these actions is to fix a glitch with paperwork with the retirement system.

i. Acceptance of Resignation - Anita Baumann:

Motion was offered by Councilman Hunter, seconded by Councilwoman Hernandez, to accept the resignation of Anita Baumann from the position of Adult Services Library Assistant effective December 14, 2021.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

j. Authorize Consultants to Review – Town Property at Hadley Farm Road:

Motion was offered by Councilman Burke, seconded by Councilwoman Hernandez, authorize Attorney McKay and Engineer Fusco to review Town property at Hadley Farm Road and Southfield Falls Road for future use (driveway).

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

Old Business:

a. Update - John P. Burke Memorial Pool Improvements:

Leader Gianzero noted the surge tank and pipeline is still being dug and the contractor is searching for the water line. They are going to continue to work until the weather stops them. Supervisor Palermo added all the sides and floor are all done.

EXTRA ITEM – Pickleball Court Bids:

Supervisor Palermo stated the bid opening was held this afternoon and no bids were received. Motion was offered by Councilwoman Hernandez, seconded by Councilman Hunter, to authorize the Town Clerk to re-advertise for bids for the construction of a pickleball court at Earl Reservoir.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

Department Reports:

a. Supervisor Report:

Motion was offered by Councilman Hunter, seconded by Councilman Burke, to approve the Supervisor’s report for October 2021 with receipts totaling \$264,477.10 and disbursements totaling \$1,685,337.82.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

- b. Town Clerk’s Report – October 2021
- c. ACO Report – October 2021
- d. Police/Communications Report – October 2021
- e. Library Board Minutes – October 26, 2021
- f. Library Director Report – October 2021
- g. Parks Committee Minutes – October 19, 2021
- h. Parks, Building & Grounds – October 2021
- i. Beautification Committee Minutes – November 4, 2021
- j. Budget v Action – October 2021

Board Member/Department Comments:

Councilwoman Hernandez thanked Eagle Scout Kevin Murphy for selecting the trail system as the project for his Eagle Scout and added she is glad to see this initiative. She noted the following events happening on November 23: Jewish Family Services training session, Climate Smart Community Task Force meeting, Senior Center Thanksgiving lunch. She is regretful that Anita has resigned and added she has worked with her on number of events. She appreciates all Anita has done promoting programs in the library. She then wished all a Happy Thanksgiving.

Councilman Hunter thanked the Beautification Committee and the Highway Department for the work they have begun with the holiday decorations. He wished Anita the best in her future plans.

Councilman Burke provided a financial status update for the General Fund and Police Fund – both showing revenue line-items that will exceed what was budgeted. He thanked Eileen Sutherland for her assistance with the report. He thanked the Beautification/Highway Department for the decorations that have installed already. He then sent condolence to Evelyn Marker over the recent loss of her son.

Clerk Potvin noted at the last meeting the Board set December 6 as an interview date for the upcoming expiring terms on various Boards. At that time, she stated a special meeting would need to be scheduled and Supervisor Palermo countered it was not necessary as it was a worksession date. She has checked and it is not a worksession date, so a special meeting has been scheduled. Supervisor Palermo stated the interviews will then be held on December 13 at 6PM, which is a worksession date. Councilman Burke asked why the date change and Supervisor Palermo stated because that would be a regularly scheduled worksession. Councilman Burke stated he prefers it stay on December 6. Supervisor Palermo stated since neither he, Councilwoman Hernandez nor Councilman Hunter (unless the election results change) will be participating, so if Councilman Burke wants it to be held on December 6 then it is fine with him.

Leader Gianzero noted December 4 is the Winter Wonderland and December 11 Parks Holiday Party. He also noted the bathrooms at the park are now closed. He thanked the Highway Department for their help digging a drench this week.

Maria Hunter thanked everyone for their compliments on the decorations. She thanked the Highway Department as well for their help. She announced the Village will be holding a tree lighting ceremony on November 27 at Perrone Circle. She also thanked the Buildings/Grounds for their help decoration the town facilities at the park.

Chief Watson suggested all avoid the roadways by Woodbury Common during the Thanksgiving weekend. Supervisor Palermo noted the mall will be closed on Thanksgiving and will open that Friday at 6AM.

Supervisor Palermo stated he has erected a plaque in the meeting room that lists all Town Supervisors since 1890. He then wished all a Happy Thanksgiving and commented on the holiday decorations. He then stated an executive session will be held to meet with the Police Chief and a possible new hire for dispatcher. No action will be held after the executive session.

NO MOTION WAS MADE TO ENTER INTO EXECUTIVE SESSION.

Adjournment:

With no further comments received or business to discuss, a motion was offered by Supervisor Palermo, seconded by Councilwoman Hernandez, to adjourn the meeting at 8:15PM.

ADOPTED AYES 4 Palermo, Burke, Hernandez, Hunter
 NOES 0

Desiree Potvin, Town Clerk