

Minutes of the Town Board Meeting held at Town Hall on January 16, 2014 at 7:30PM

Present: John Burke, Supervisor
Timothy Arone, Robert Hunter, Frank Palermo and Marilyn Prestia, Councilpersons
Absent: None
Also Present: Joseph McKay, Attorney for the Town; Robert Weyant, Highway Superintendent;
Richard Vasquez, Police Chief; Maria Hunter, Village Planning Board

I. Oath of Office Ceremony:

Town Clerk Potvin administered the Oath of Office to Supervisor John Burke, Councilmen Robert Hunter and Frank Palermo, Highway Superintendent Robert Weyant and Tax Collector Carol Herb. It was noted that Justices David Hasin and David Levinson were administered their oath of offices in December and Town Clerk Desiree Potvin has her oath of office on file with the County Clerk's office.

II. Organizational Meeting:

Appointment of Deputy Town Supervisor:

Motion was offered by Supervisor Burke, seconded by Councilman Palermo, to appoint Desiree Potvin as Deputy Town Supervisor.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
NOES 0

Meetings/Official Newspaper/Mileage & Food Reimbursement:

Motion was offered by Councilman Palermo, seconded by Councilman Arone, to accept the following:

1. That the Town Board will hold regular meetings in the Town Hall on the first and third Thursdays of each and every month at 7:30PM; and that the Town Board will hold a worksession the Monday preceding each Town Board meeting at 7:30PM, if necessary.
2. That the Middletown Times Herald Record be designated as the official newspaper for the Town of Woodbury.
3. That members of the Town Government and employees, when on official business or duty for the Town, shall be paid at the rate of \$0.56 cents per mile for the use of their car (rate includes gas and wear/tear of vehicle).
4. The maximum food allowance per day when employees attend a conference is \$75.00¹, which does not including liquor.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
NOES 0

Investment Policy:

Motion was offered by Councilman Arone, seconded by Councilman Palermo, to adopt the following:

The objectives of the Investment Policy of the Town of Woodbury are to minimize risk, to insure that investments mature when cash is required, and to insure a competitive rate of return. In accordance with this policy, the Supervisor is authorized to invest Town funds which are in excess of current operating needs. Town investments are governed by applicable New York State Laws.

The Supervisor is authorized to make the following types of investments, for the present, until other types of investments are submitted to the Town Board:

¹ Previously was \$50. Increased during this meeting at the recommendation of Councilman Palermo with full agreement of the Town Board.

- a. Direct purchase of guaranteed obligations of the United States Government or obligations of the State of New York and its political subdivisions.
- b. Direct purchase of Certificates of Deposit from the designated depositories of the Town. Such Certificates of Deposit are to be collateralized by obligations enumerated in Section "a" above.
- c. Direct purchase through Repurchase Agreements of guaranteed obligations of the United States Government. Such Repurchase Agreements should be executed either through the designated depositories of the Town or those brokerage firms which are primary United States Government dealers which report to the Federal Reserve Bank of New York.
- d. Time Deposit Accounts are designated depositories of the Town. Such accounts are to be collateralized by the Federal Deposit Insurance Corporation or by obligations enumerated in Section "a" above.

The Supervisor shall deposit all monies received and said monies shall be released together with the related sureties from any liabilities for loss of such monies by reason of the default or insolvency of any such depository.

The following banks are to be designated as official banks for the Town:

- Sterling National Bank, Highland Mills, NY 10930
- Bank of America, Cornwall, NY 12518
- OC Trust Company, Vails Gate, NY 12584

The Supervisor shall be authorized to invest funds of the Town in these banks during the 2014 Fiscal Year under the following guidelines:

- a. All accounts shall be collateralized at 105% and said collateralization shall be held by a third party bank.
- b. Collateralization shall be in accordance with the Comptroller's guidelines.
- c. All designated banks will be contacted for competitive rates on an ongoing basis.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
 NOES 0

Appointments:

Motion was then offered by Supervisor Burke, seconded by Councilwoman Prestia, to appoint Mary Porcu to the Parks and Recreation Commission with a term due to expire December 31, 2020.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
 NOES 0

Motion was then offered by Councilman Palermo, seconded by Councilwoman Prestia, to reappoint Ellie Pastel to the Library Board with a term due to expire December 31, 2018, appoint Gail Turrarello to the Library Board with a term due to expire December 31, 2018 and to appoint Karen McKenzie to the Library Board with a term due to expire December 31, 2016.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
 NOES 0

Motion was offered by Supervisor Burke, seconded by Councilman Palermo, to appoint Desiree Potvin as Registrar and Marriage Officer.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
 NOES 0

Consultants:

Motion was then offered by Councilwoman Prestia, seconded by Councilman Palermo, to designate Joseph McKay and the law firm Catania, Mahon, Milligram & Rider, PLLC, as Legal Counsel for the Town of Woodbury.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
NOES 0

Motion was offered by Supervisor Burke, seconded by Councilman Arone, to designate Fusco Engineering as engineers for the Town and to contract with Riddick Associates to finish existing projects that they are currently working on including, but not limited to, Park Avenue Improvements, FEMA applications and the Earl Reservoir Dam DEC application.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
NOES 0

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Motion was then offered by Councilman Palermo, seconded by Supervisor Burke, approve the following:

Salary Schedules:

That the 2014 salaries for non-union employees and elected officials be as approved and adopted at the 2014 Budget Public Hearing, which was held on November 7, 2013.

Town Board Assignments:

|                                      |                  |
|--------------------------------------|------------------|
| Media Relations                      | Hunter, Arone    |
| Woodbury Day Liaison(s)              | Burke            |
| Cable Franchise                      | Palermo, Hunter  |
| Fiscal Advisory                      | Burke, Prestia   |
| Environmental Conservation           | Prestia          |
| Records Management Liaison           | Burke            |
| Library Liaison                      | Palermo, Prestia |
| M-W School Board Liaison             | Prestia          |
| Cornwall Town Board Liaison          | Hunter           |
| Gatehouse Committee Liaison          | Palermo          |
| Police Department Liaison(s)         | Burke, Palermo   |
| Building & Highway                   | Burke, Palermo   |
| Insurance                            | Arone, Hunter    |
| Senior Citizen Liaison               | Burke, Prestia   |
| Beautification Commission Liaison    | Burke            |
| Business Improvement Dist. Committee | Burke, Arone     |
| Refuse                               | Burke, Palermo   |
| Parks Department Liaison(s)          | Burke, Prestia   |
| Employee Relations                   | Burke, Hunter    |
| Pre-Disaster/Mitigation Planning     | Arone            |
| Technology                           | Hunter           |
| Village Liaison(s)                   | Burke, Arone     |

**ADOPTED** AYES 5 Burke, Arone, Hunter, Palermo, Prestia  
NOES 0

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Procurement Policy:

Motion was offered by Supervisor Burke, seconded by Councilwoman Prestia, to adopt the Procurement Policy of the Town of Woodbury as follows:

WHEREAS, General Municipal Law (GML) 104-b requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML 103 or any other law; and

NOW, THEREFORE, BE IT

RESOLVED that the Town of Woodbury does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. "Purchaser" is defined as a Town official, board member, department head or individual assigned by department head to have purchasing authority. Pursuant to GML 104-b, they are listed as follows:

Highway	Robert Weyant, John Jones, Sheila Beadle
Police	Richard Vasquez, Arthur Abbott
Parks	Joseph Gianzero, Frances Jack
Buildings/Grounds	Robert Blair, Robert Beckley
Library	Jennifer Bradshaw
Court	Alice Confield, Carol Garen
Assessor's Office	Laura Breslin, Karen Raiti
Town Clerk's Office	Desiree Potvin, Frances Huang
Tax Collector's Office	Carol Herb
Supervisor's Office	John Burke, Laura Morrissey, Eileen Sutherland, Maxine Saracino

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$20,000 or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML 103.

Guideline 3. Purchase of goods of a single item shall follow the following:
Less than \$20,000 but greater than \$10,000 Three written quotes with documentation
Less than \$10,000 but greater than \$5,000 Two written quotes with documentation
Less than \$5,000 Left to discretion of the Purchaser

Pursuant to GML 103(1), purchases of "commodities, services or technology" may not be "artificially divided" for the purpose of satisfying the "discretionary buying thresholds". "The reasonably expected aggregate amount of all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of the purchase" must be considered.

Purchase of public work/services contracts shall follow the following:

Less than \$35,000 but greater than \$ 20,000 Three written quotes with documentation
Less than \$20,000 but greater than \$5,000 Two written quotes with documentation
Less than \$5,000 Left to discretion of the Purchaser

Any written request for proposals (RFP) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors for the quotes that have been received by using the form provided by the Town. All information gathered in complying with the procedures of this policy shall be preserved and attached to the voucher that is submitted for processing of payment to the successful vendor.

In the event that a diagnostic examination results in charges that will fall under a procurement threshold requiring a form of documentation other than initially anticipated, management will determine if the work can proceed without fulfilling the standard requirements of the applicable threshold.

Guideline 4. The lowest responsible proposal/quote shall be awarded unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals/quotes. If the Purchaser is unable to obtain the required number of proposals/quotes, the Purchaser shall document the attempt made. In no event shall the inability to obtain the proposals/quotes be a bar to the procurement.

Guideline 6. Except when directed by the Town Board, no solicitation of proposals/quotes shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;

All purchases made under the emergency exception must meet the following criteria: 1) need arises from an accident or unforeseen occurrence or condition; 2) need affects public buildings/property or life, health and safety; 3) immediate action is needed and cannot await competitive bidding or competitive offering.

- (c) Sole-Source situations;
- (d) Goods purchased from agencies for the blind or severely handicapped;
- (e) Goods purchased from correctional facilities;
- (f) Goods purchased from another governmental agency;
- (g) Goods purchased at auction;
- (h) Goods purchased for less than \$5,000;
- (i) Public work/services for less than \$5,000.
- (j) Contracts that have been let by the United States or any agency thereof, any state or any other political subdivision or district therein, pursuant to NYS Comptrollers Guidelines and General Municipal Law Section 103.

Guideline 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

ADOPTED AYES 5 Burke, Arone, Hunter, Palermo, Prestia
 NOES 0

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Official Undertaking:

Motion was offered by Councilman Arone, seconded by Councilman Palermo, to adopt the following resolution approving the form of official undertaking of municipal officers of the Town, pursuant to Section 11 of Public Officers Law, and the manner of execution and the sufficiency of the Town's insurance company surety:

RESOLVED, that the Town Board of the Town of Woodbury, Orange County, New York, herein and hereby approves the below form of official undertaking of municipal officers of the Town as well as the manner of execution and sufficiency of the Town's insurance company as surety under same:

TOWN OF WOODBURY, ORANGE COUNTY, NEW YORK  
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, John Burke, of the Town of Woodbury, County of Orange, New York, has been elected to the office of Town Supervisor of the Town of Woodbury; and

WHEREAS, Desiree Potvin, of the Town of Woodbury, County of Orange, New York, has been elected to the office of Town Clerk of the Town of Woodbury; and

WHEREAS, Carol Herb, of the Town of Woodbury, County of Orange, New York, has been elected to the office of Tax Collector of the Town of Woodbury; and

WHEREAS, David Levinson and David Hasin, of the Town of Woodbury, County of Orange, New York, have been elected to the offices of Town Justice of the Town of Woodbury; and

WHEREAS, Robert Weyant, of the Town of Woodbury, County of Orange, New York, has been elected to the office of Superintendent of Highways of the Town of Woodbury; and

NOW THEREFORE, we as respective officers above, do hereby undertake with the Town of Woodbury that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

The Town does and shall maintain insurance coverage, presently with Argonaut Insurance Company in the sum of \$100,000 per loss plus an additional \$200,000 for the Tax Collector and Deputy Tax Collector, \$100,000 for the Town Supervisor and Deputy Town Supervisor and \$100,000 for the Town Clerk and Deputy Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                      NOES    0

### III. Administrative Business:

#### a. Acceptance of Minutes:

Motion was offered by Councilman Palermo, seconded by Councilwoman Prestia, to accept the minutes of the regular meeting held December 19, 2013.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                      NOES    0

Motion was then offered by Supervisor Burke, seconded by Councilwoman Prestia, to accept the minutes of the worksession held December 30, 2013.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                      NOES    0

Motion was then offered by Councilman Palermo, seconded by Councilwoman Prestia, to accept the minutes of the worksession held January 13, 2014.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                      NOES    0

#### b. Approval of Abstract:

Motion was offered by Councilwoman Prestia, seconded by Councilman Hunter, to approve Abstract 1 containing Vouchers 20140001 – 20140158 and totaling \$293,730.47.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                      NOES    0

#### c. Budget Modifications:

Motion was offered by Supervisor Burke, seconded by Councilman Palermo, to approve a modification to the 2013 budget of the Supervisor's Office by decreasing A1220.100 (Personal Services) by \$897, A1220.101 (Compensated Absences) by \$1200, A1220.200 (Equipment) by \$350, A1220.430 (Transportation/Travel) by \$100, A1220.444 (Schools/Dues) by \$100 and increasing A1220.401

(Telephone) by \$130, A1220.405 (CPA) by \$2340, A1220.412 (Service Contracts) by \$175, A1220.463 (Computer Software Maintenance) by \$2.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

Motion was offered by Supervisor Burke, seconded by Councilman Hunter, to approve a modification to the 2013 budget of the Highway Fund by decreasing DB5110.464 (Liquid Calcium) by \$1275, DB5110.470 (Road Oil) by \$11,770, DB5110.474 (Metal/Steel) by \$1000 and increasing DB5130.452 (Blacktop Equipment) by \$1275, DB5130.447 (Truck Parts) by \$11,770, DB5110.451 (Tools Inside) by \$1000.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

Motion was offered by Councilman Palermo, seconded by Councilman Arone, to approve a modification to the 2013 budget of the General Fund by increasing A599 (Appropriated Fund Balance) by \$5000 and increasing A1940.400 (Purchase of Land/ROW) by \$5000.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

Motion was offered by Councilman Arone, seconded by Councilman Hunter, to approve a modification to the 2013 budget of the Highway Fund by decreasing DB5142.466 (Salt/Liquid Calcium) by \$240 and increasing DB5110.477 (Garage Perimeter) by \$240.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

Motion was offered by Supervisor Burke, seconded by Councilman Hunter, to approve a modification to the 2013 budget of the Street Lighting and General Fund by increasing SL200 (Cash) by \$12,750, SL0630 (Due to other Funds) by \$12,750, A391 (Due to Other Funds) by \$12,750 and decreasing A200 (Cash) by \$12,750; then decreasing SL599 (Appropriated Fund Balance) by \$12,750 and increasing SL5182.400 (Street Light Contingency Expense) by \$12,750.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

Motion was offered by Councilwoman Prestia, seconded by Councilman Arone, to approve a modification to the 2013 budget of the Town Clerk's Office by decreasing A1410.461 (Records Management) by \$118 and increasing A1410.454 (Advertising) by \$57 and A1410.463 (Computer Maintenance) by \$61.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

Motion was offered by Councilman Arone, seconded by Supervisor Burke, to approve a modification to the 2013 budget of the General Fund by increasing A2089 (Other Culture & Recreation Income) by \$100,000 and decreasing A2770 (Unclassified Revenue) by \$100,000; then to the 2014 budget by increasing A2089 (Other Culture & Recreation Income) by \$100,000 and decreasing A2770 (Unclassified Revenue) by \$100,000.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

Motion was then offered by Councilman Palermo, seconded by Supervisor Burke, to approve a modification to the 2013 budget by increasing B1120 (Non-Property Tax Distribution) by \$5506, decreasing B3120.100 (Police Personal Services) by \$5101, B3120.403 (Heating Oil/Gas) by \$471, B3120.409 (Interpreter) by \$482 and increasing B3020.100 (Communications Personal Service) by \$5101, B1985.400 (Distribution of Sales Tax) by \$5506, B3120.402 (Electric) by \$471 and B3120.486 (REACT) by \$482.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia

NOES 0

Motion was then offered by Councilwoman Prestia, seconded by Supervisor Burke, to approve a modification to the 2013 budget of the General Fund by increasing A599 (Appropriated Fund Balance) by \$36,376 and increasing A1010.407 (Channel 22 Upgrade) by \$791, A1910.400 (Unallocated Insurance) by \$255, A1950.400 (Taxes on Town Property) by \$68, A1420.414 (Attorney, Other) by \$35,000 and A7520.400 (Historian Electricity) by \$262.

**ADOPTED** AYES 5 Burke, Arone, Hunter, Palermo, Prestia  
NOES 0

#### **IV. Old Business:**

##### a. Discussion – Association of Towns Resolutions:

Supervisor Burke noted that at the worksession held on January 13 the Board discussed resolutions that the Association of Towns will be discussing at their annual business meeting in February. The Board agreed with the views of the Association on all of the resolutions but concerns were raised on the one that would assess and tax fiber optic cable on private property. Assessor Breslin was asked to prepare a memorandum explaining the resolution in better detail. The Town currently has only two parcels that would be adjusted should this legislation pass, which she fully supports. The total paid at the current Town tax rate on this parcels is approximately \$9000. Both are owned by Verizon/MCI and she had not reduced their assessment since the 2012 court decision was rendered in the hopes that the law would be amended. In 2013 tax certioraris were filed for both these properties. She feels that since Verizon/MCI is already paying taxes on these properties their consumers are most likely already paying the cost. The Board then discussed the issue further and decided support the resolution proposed by the Association of Towns. Councilman Palermo stated he feels that his concerns have been addressed by Assessor Breslin and he is satisfied with the explanation provided. Motion was then offered by Councilman Palermo, seconded by Councilwoman Prestia, to instruct the Voting Delegate or Alternate Voting Delegate to cast votes of support, on behalf of the Town of Woodbury, on the following issues at the Annual Business Meeting of the Associations of Towns to be held on February 19, 2014: 1) Rural Broadband Deployment; 2) Incentives for Volunteer Firefighters and Volunteer EMTs; 3) Provide STAR Administration Funding; 4) Publication of Legal Notices; 5) Preserve and Strengthen Home Rule; 6) Reform the Real Property Tax System; 7) Highway, Bridge and Transportation Funding; 8) Mandate Relief; 9) Waive Asbestos Notification Fees; 10) Funding Local Costs Associated with Gas Extraction; and 11) Assessing and Taxing Fiber Optic Cable on Private Property.

**ADOPTED** AYES 5 Burke, Arone, Hunter, Palermo, Prestia  
NOES 0

#### **V. New Business:**

##### a. Authorize Board to Sign – Police Chief Contract:

Motion was offered by Supervisor Burke, seconded by Councilman Arone, to authorize the Board members to sign a contract with Police Chief Richard Vasquez for a five-year period beginning July 2, 2013 thru July 1, 2018.

**ADOPTED** AYES 5 Burke, Arone, Hunter, Palermo, Prestia  
NOES 0

Supervisor Burke stated the Board has met with Chief Vasquez numerous times to review his process since his appointment in July 2012. He has lived up to expectations and his work schedule has included all seven days of the week and all three work shifts, including double shifts, so he is fully able to observe his department. He is present for all emergencies when they occur and handles information to the press when inquiries are made. Councilwoman Prestia thanked Chief Vasquez for his work and thanked Councilman Palermo for all the time he dedicated negotiating the contract.

b. Designation of Delegation – Association of Towns:

Motion was offered by Supervisor Burke, seconded by Councilman Arone, to designate the following named persons to attend the Annual Business Session of the Association of Towns of the State of New York, to be held in New York City, on February 19, 2014, and to cast the vote of the Town, pursuant to Section 6 of Article III of the Constitution and By-Laws of said Association: Town Clerk Desiree Potvin, Delegate, Tax Collector Carol Herb, Alternate.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

**VI. Department Reports:**

a. Supervisor’s Report –

Motion was offered by Councilman Arone, seconded by Councilman Palermo, to approve the December 2013 Supervisor’s Report with receipts totaling \$88,732.22 and disbursements totaling \$1,549,937.89.

**ADOPTED**      AYES    5            Burke, Arone, Hunter, Palermo, Prestia  
                     NOES    0

b. Town Clerk’s Report – December 2013

c. False Alarm Report – November 2013

d. Parks/Recreation Minutes – None Received

e. Animal/Goose Control Report – December 2013

f. Police/Communications Report – December 2013

g. Beautification Commission Minutes – No Meeting Held

h. Library Minutes – None Received

i. Budget vs. Actual – Not Received

**VII. Public Comment:**

Councilman Arone welcomed Councilman Hunter to the Board and congratulated all those that were sworn in this evening. He noted that he looks forward to working with Chief Vasquez and Attorney McKay in the coming year.

Superintendent Weyant stated his department has been out collecting Christmas trees and patching potholes in the roads. He urged residents to call his department if their tree was not picked-up or if they see a pothole that needs to be filled. He has also contacted the NYSDOT and the potholes on Route 32 should be filled by the end of the week. The Board recognized the efforts of the Highway Department and the Buildings/Grounds Department during the recent, and all, storms.

Chief Vasquez also congratulated all that were sworn in this evening and thanked the Board for their kind words. He also noted the success the Police Department enjoys would not be possible without the Town Board and the municipal employees. He also reminded the residents that vehicles must be removed from roads during inclement weather.

Maria Hunter congratulated all individuals sworn in this evening. She announced that the Beautification Commission will be meeting on February 13 at 5:45PM and that the Woodbury Day planning committee will be meeting on January 30 at 7PM. Both meetings are at Town Hall. She noted that at the January 9 Village Board meeting she announced that the Hazard Mitigation Plan expired and needs to be renewed. She volunteered to serve on that committee again. Supervisor Burke stated he did speak with Mayor Queenan about the plan and has also reviewed the minutes/video of that meeting. He feels it is an important committee and effects future funding the Town may be eligible to

receive from the Federal Government. He will continue to review the materials, which was adopted in August 2008 and expired August 2013. According to the material, the Highway Superintendent will serve as Chair of the Committee and the Board will decide who in addition will serve on it. Superintendent Weyant stated he spoke to the Dominick Green (Orange County Office of Emergency Services) to obtain additional information on updating the document. Mr. Green will be contacting SEMO and FEMA to obtain information from them to determine if anything is lacking for our plan. The renewal of the plan will be a joint effort of the Town and Village to cover both municipalities. Supervisor Burke stated he believes the renewal can be easily achieved since the initial plan adopted was very well written and covered all that needed to be covered.

**VIII. Adjournment:**

With no further business to discuss or comments received, a motion was offered by Councilman Palermo, seconded by Councilman Arone, to adjourn the meeting at 8:25PM.

|                |      |   |                                        |
|----------------|------|---|----------------------------------------|
| <b>ADOPTED</b> | AYES | 5 | Burke, Arone, Hunter, Palermo, Prestia |
|                | NOES | 0 |                                        |

Desiree Potvin, Town Clerk

*The Board entered into a closed session with Attorney McKay after adjournment.*