

Minutes of the Town Board Meeting held at Town Hall on September 25, 2017 at 10AM

Present: David Sutz, Supervisor  
Michael Essig, Robert Hunter and Frank Palermo, Councilmen  
Absent: Timothy Arone, Councilmen  
Also Present: Kevin Watson, Police Chief; Kevin Phillips, Police Sergeant; Michael Bauer, Police Detective; Laura Breslin, Assessor; Pamela Gambuti, Animal Control Officer; Tracey Maggio, Clerk to the Supervisor; Michael Phillips, Village Water/Sewer Administrator; Maria Hunter, Village Planning Board

**I. Administrative Business:**

a. Acceptance of Minutes:

Motion was offered by Councilman Hunter, seconded by Councilman Essig, to accept receipt of the minutes of the meeting held August 17, 2017.

**ADOPTED** AYES 4 Sutz, Essig, Hunter, Palermo  
NOES 0

b. Approval of Abstract:

Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to approve Abstract #16 containing vouchers 20171471 - 20171661 and totaling \$496,127.38.

**ADOPTED** AYES 4 Sutz, Essig, Hunter, Palermo  
NOES 0

c. Approval of Budget Modification(s):

Motion was offered by Councilman Hunter, seconded by Councilman Essig, to approve a modification to the budget of the Parks Department by increasing A2025 (Special Recreation Charges) by \$6249 and increasing A7110.104 (Camp Rez Salaries) by \$5804, A9030.801 (Camp Rez FICA) by \$445.

**ADOPTED** AYES 4 Sutz, Essig, Hunter, Palermo  
NOES 0

Motion was offered by Councilman Essig, seconded by Councilman Palermo, to approve a modification to the budget of the Senior Center by increasing A2089 (Other Culture & Recreation Income) by \$3838 and increasing A7620.414 (Trips) by \$3838.

**ADOPTED** AYES 4 Sutz, Essig, Hunter, Palermo  
NOES 0

Motion was offered by Councilman Palermo, seconded by Councilman Essig, to approve a modification to the budget of the Library by increasing L3840 (State Aid, Libraries) by \$80,000 and increasing L7410.420 (Fund Balance Expenditures/ADA Grant/Cornell) by \$80,000.

**ADOPTED** AYES 4 Sutz, Essig, Hunter, Palermo  
NOES 0

Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to approve a modification to the budget of the General Fund by increasing A599 (Appropriated Fund Balance) by \$2513 and increasing A1910.400 (Unallocated Insurance) by \$2513; increasing B960 (Appropriated Fund Balance) by \$1684 and increasing B1910.400 (Unallocated Insurance) by \$1684.

**ADOPTED** AYES 4 Sutz, Essig, Hunter, Palermo  
NOES 0

Motion was offered by Councilman Essig, seconded by Councilman Hunter, to approve a modification to the budget of the Town Clerk's Office by increasing A599 (Appropriated Fund Balance) by \$1465 and increasing A1410.200 (Equipment) by \$1465.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to approve a modification to the budget of the Woodbury Common BID by decreasing SMB3120.100 (Police Personal Service) by \$3400 and increasing SMB3120.403 (Policing-Other Agencies).

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

d. Acceptance of Resignation - Court Attendant:

Motion was offered by Councilman Essig, seconded by Councilman Hunter, to accept the resignation of Scott Goldstein from the position of Court Attendant effective September 11, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

e. Appointment of Temporary ACO:

Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to appoint Dana Kucinkas to the position of temporary ACO at a rate of \$15/hour beginning September 26, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

f. Appointment of Full-Time Police Officer:

Motion was offered by Councilman Essig, seconded by Councilman Hunter, to appoint Steven Roman to the position of full-time Police Officer at a base salary of \$62,095 beginning October 16, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

g. Appointment of Two Part-Time Dispatchers:

Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to appoint Courtney Scheible to the position of part-time Dispatcher at a rate of \$21.46/hour beginning October 2, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

Motion was offered by Councilman Palermo, seconded by Councilman Essig, to appoint Joshua Wendell to the position of part-time Dispatcher at a rate of \$21.46/hour beginning October 2, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

h. Appointment of Part-Time Real Property Data Collector:

Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to appoint Jennifer Potter to the position of part-time Real Property Data Collector at a rate of \$16.36/hour beginning September 26, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

i. Appointment of Provisional Lieutenant:

Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to promote Kevin Phillips to the position of Provisional full-time Lieutenant at a base salary of \$106,571 effective October 2, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

j. Appointment of Full-Time Groundskeeper:

Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to appoint Yury Martynau to the position of full-time Groundskeeper at a rate of \$16.36/hour beginning October 2, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

**II. Old Business:**

a. Destruction of Ballots - September 20, 2016 Special Election

Supervisor Sutz stated that unopened, shrink-wrapped, packages of unused ballots from the September 20, 2016 Town Special Election have been destroyed by shredding. The ballots destroyed were numbered 1001 - 5000 and shredding occurred on September 18, 2017.

**III. New Business:**

a. Authorize Participate in 2017/2018 Justice Court Assistance Grant Program:

Motion was offered by Councilman Palermo, seconded by Councilman Essig, to authorize the Town Justice Court to participate in the 2017/18 Justice Court Assistance Program and to authorize the Supervisor to sign any and all necessary documents relating to the application process.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

b. Advertise for Upcoming Vacancies - Various Boards/Committees:

Motion was offered by Councilman Essig, seconded by Councilman Hunter, to authorize the Town Clerk to advertise for letters of interests from residents to serve on the Beautification Committee, Board of Assessment Review, Library Board and Parks/Recreation Commission. Each has one seat expiring this year. Letters of interest are due by 4PM on October 27, 2017.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

c. Schedule Public Hearing - Special Assessment District Rolls:

Motion was offered by Councilman Palermo, seconded by Councilman Essig, to schedule a public hearing to be held at 7:30PM on October 5, 2017 on the adoption of the special district assessment rolls, which are as follows: Refuse, Consolidated Sewer, Water 6 (Amdur Park), Sewer 1 (Valley Forge) and Highland Lake Estates Sewer.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

d. Eagle Scout Project - Flagpole at Gatehouse:

Tom Poutsma submitted documentation for a project he would like to for his Eagle Scout. He would like to “establish a ceremonial field for veterans and members of the Historical Society where they can come together to relax, raise the flat and retire flags” at the Gatehouse. He believes this will benefit the local veterans and Historical Society members because “currently they have trouble getting to the fireplace at the Gatehouse where flags are retired and ceremonies held”. The estimated cost of the project is \$5050. Since this meeting was rescheduled, Mr. Poutsma was unable to attend but will be present at the October 5 meeting. Since the work has already been started, it would be appropriate to

approve it now and then hear the presentation at the next meeting. Motion was offered by Councilman Palermo, seconded by Councilman Essig, to approve this project.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

e. Authorize Surplus Equipment to Auction:

Motion was offered by Councilman Hunter, seconded by Councilman Palermo, to declare the following as surplus equipment and authorize the Town Clerk to advertise for them to be sold at auction:

1997 Honda	ATV	NY57702
2001 Yamaha	ATV	JY4AJ02Y31A016367
1998 BMW	Motorcycle	WB10418A6WZC64206
1998 BMW	Motorcycle	WB10418A7WZC64134

various office equipment as printed at the end of these minutes.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

**IV. Department Reports:**

a. Supervisor's Report – August 2017

Motion was offered by Councilman Hunter, seconded by Councilman Essig, to approve the Supervisor's Report for August 2017 with receipts totaling \$192,626.79 and disbursements totaling \$946,528.47.

**ADOPTED**      AYES    5            Sutz, Essig, Hunter, Palermo  
                     NOES    0

- b. Town Clerk's Report - August 2017
- c. Buildings/Grounds Report – August 2017
- d. Animal/Goose Control Report - August 2017
- e. Police/Communications Report - August 2017
- f. Police Commissioners Minutes - None Received
- g. Beautification Committee Minutes - August 10, 2017
- h. Library Minutes - August 29, 2017
- i. Parks/Recreation Minutes - August 15, 2017
- j. Budget vs. Actual – August 2017

**V. Public Comment:**

**VI. Board Member Comment:**

Councilman Essig asked for a Police Commissioner's meeting because looking at scheduling and police department operational needs it is necessary to bring in new supervisors. He'd like to request sergeants exam list, set up interviews, if possible for October 16<sup>th</sup> and schooling begins October 31<sup>st</sup> in Orange County with no cost to the town.

Supervisor Sutz asked Chief Watson to explain the process.

Chief Watson explained that supervisor school will take place in Orange County from 10/31/17-11/17/17 at no cost to the town. If we send officers to training out of the county, there is a cost to the town. He would like to discuss this in executive session and the process that we have to go through to comply with civil service. He thanked the board for appointing Kevin Phillips, as well as, the part-time dispatchers and full-time officer. Chief Watson also reminded everyone to drive carefully school is in session, Columbus Day weekend and the traffic associated with it is coming, therefore seek alternate routes. October is breast cancer awareness month and the entire police department's personnel (Chief Watson gave pins to the town board) also is wearing pins all month long for breast cancer awareness.

There was a discussion amongst the Board on whether to have a police commissioner's meeting without Councilman Arone. It was decided that since there was a quorum and the board members present are available to attend (no one knows when Councilman Arone will be returning) they will schedule a meeting for today and reach out to Councilman Arone by phone.

Councilman Hunter thanked the library for their open house at the Earl Rez which was very well attended.

Councilman Palermo added that they had a nice day at the open house and he was able to read to some of the children.

Councilman Essig spoke about the town board meeting being cancelled (9/21/17) because it fell on a Jewish Holiday and out of respect to whose ever holiday it is we should not hold a meeting on a holiday.

Supervisor Sutz reminded everyone to be careful driving because schools are open and the leaves are starting to fall. He also mentioned that the Town Hall's server had crashed and is in the process of being repaired. Therefore, if you sent an email to anyone here and have not received an answer, please resend it.

Supervisor Sutz informed the board that the contracted number of hours for the I/T person is expiring and would like to increase the number of hours from 80 to 100 hours on the next contract. Mr. Ben Dawson told the board that he would give them a reduced price with a larger block of hours. The board members present informally agreed that this was a good idea to increase the hours.

#### **VII. Executive Session:**

Motion was offered by Councilman Palermo seconded Councilman Hunter to enter into an executive session to discuss the Sergeants List. The meeting will be kept open and any actions will be announced to the public.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

Motion to adjourn the Executive Session and return to open session was offered by Councilman Palermo, seconded by Councilman Essig at 11:43 AM.

Motion was offered by Councilman Palermo, seconded by Councilman Essig to send out for the promotional sergeants list.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

#### **VIII. Adjournment:**

With no further business to discuss or comments received, a motion was offered by Councilman Palermo, seconded by Councilman Hunter, to adjourn the meeting at 11:46 AM.

**ADOPTED**      AYES    4            Sutz, Essig, Hunter, Palermo  
                     NOES    0

Frances Huang, Deputy Town Clerk

Items Declared Surplus for sale at Auction - September 25, 2017

<b>Location</b>	<b>Description</b>
Court	2 wooden chairs w/arms
Court	12 wooden chairs w/o arms
Court	3 metal/vinyl chairs w/arms
Court	6 metal/vinyl chairs w/o arms
Supervisor	3 Swingline staplers
Supervisor	2 Verizon/Casio Ravine phone & charger cord
Supervisor	1 Verizon/Samsung flip phone
Supervisor	1 Sprint/Nextel sim card reader
Supervisor	1 emachines keyboard
Meeting Room	1 IBM Lexmark Typewriter
Meeting Room	1 Brothers GX6750 Typewriter
Supervisor	1 Brothers Fax Machine
Supervisor	1 Ultimax Tripod
Supervisor	1 Panasonic 456 ProLine VHS Recording Camera
Supervisor	1 Panasonic AG-DVC7 Recorder Camera
Supervisor	1 set of 10 VHS Video tapes
Basement	1 drafting table 42"
Meeting Room/Basement	2 drafting chairs - adjus table
Basement	1 Xerox Phaser 8560 fax
Basement	1 LG 115 volt 10.8 BTU AC window unit
Basement	1 LG 115 volt 9.8 BTU AC window unit
Meeting Room	1 60" full desk w/two side drawers
Meeting Room	1 96" table
Basement/Bathroom	80 metal folding chairs
Bathroom	1 metal cushioned chair no arms
Bathroom	1 wooden chair no arms
Bathroom	1 adjustable chair maroon no arms
Bathroom	1 brown cushioned leather chair no arms
Bathroom	1 metal cushioned chair arms/wheels
Supervisor	1 Sieler portable microphone w/speaker
Library	Brothers MFC-JDW Printer Serial U63337M2F223711
Library	Printer Ink Cartridges - Brothers
Earl Reservoir	Score Board and Control Panel