

Minutes of the Town Board Virtual Meeting held on August 20, 2020 at 7:35PM

Present: Frank Palermo, Supervisor
Thomas Burke, Tyler Etzel, Jacqueline Hernandez and Robert Hunter, Council
Absent: None
Also Present: Joseph McKay, Attorney for the Town and various members of the public

Supervisor Palermo stated that Councilman Hunter asked him to open it up to anyone who has a question about an agenda item, so we are going to go back to doing that.

No comments from the public.

I. Administrative Business:

a. Acceptance of Minutes:

Motion was offered by Councilman Burke, seconded by Councilwoman Hernandez, to accept receipt of the minutes of the meeting held August 6, 2020.

ADOPTED AYES 5 Palermo, Burke, Etzel, Hernandez, Hunter
NOES 0

b. Approval of Abstract:

Motion was offered by Supervisor Palermo, seconded by Councilman Etzel, to approve Abstract 15 which includes vouchers 201083-201159 and totals \$415,515.77

ADOPTED AYES 5 Palermo, Burke, Etzel, Hernandez, Hunter
NOES 0

c. Approval of Budget Modifications:

Motion was offered by Councilwoman Hernandez, seconded by Councilman Hunter, to approve modifications to the FY2020 budget as follows:

- General Fund – increasing A0599 (Appropriated Fund Balance) by \$4,200 and increasing A1450.400 (Elections Contractual Expense) by \$4,200;
- General Fund – increasing A0599 (Appropriated Fund Balance) by \$5,346 and increasing A1620.452 (Vehicle Maintenance) by \$5,346;
- General Fund – increasing A1470.100 (B.O.A.R. Personal Service) by \$100 and increasing A1470.400 (B.O.A.R. Expense) by \$320 and increasing A0599 (Appropriated Fund Balance) by \$420

ADOPTED AYES 5 Palermo, Burke, Etzel, Hernandez, Hunter
NOES 0

II. New Business:

- a. Authorize Town Board to approve *Retention and Disposition Schedule for New York Local Government Records*,

Motion was offered by Councilman Etzel, seconded by Councilman Burke, to approve resolution for Town of Woodbury Retention and Disposition Schedule for New York Local Government Records (LGS-1),

**TOWN OF WOODBURY RETENTION AND DISPOSITION SCHEDULE
FOR NEW YORK LOCAL GOVERNMENT RECORDS**

RESOLVED, By the Town Board of Town of Woodbury that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1, after they have met the minimum retention periods described therein.
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Councilwoman Hernandez asked for further explanation. Attorney McKay explained that it is a new, revised schedule of retention and disposition of records. The Board is just acknowledging the new regulations that are binding upon local governments.

ADOPTED BY ROLL CALL AS FOLLOWS:

Supervisor Palermo	Yes
Councilman Burke	Yes
Councilman Etzel	Yes
Councilwoman Hernandez	Yes
Councilman Hunter	Yes

ADOPTED AYES 5 Palermo, Burke, Etzel, Hernandez, Hunter
 NOES 0

b. Appointment of Elijah Jonas as a P/T Library Clerk:

Motion was offered by Councilwoman Hernandez, seconded by Councilman Burke, to appoint Elijah Jonas to the part time UPSEU position of Library Clerk, Grade 2 at a rate of \$18.7105 per hour, 19 hours or less a week, and a start date of August 22, 2020.

ADOPTED AYES 5 Palermo, Burke, Etzel, Hernandez, Hunter
 NOES 0

c. Accept Resignation – Tanya Navarro:

Motion was offered by Supervisor Palermo, seconded by Councilwoman Hernandez, to accept the resignation of Tanya Navarro from the position of part time SRO effective August 10, 2020.

The Board discussed that SRO Navarro is moving out of the area. We had six part-time SRO and will now be down to five. However, recently retired Sgt. Bauer is trained in being an SRO Officer and has shown interest in the position allowing for a smooth transition.

ADOPTED AYES 5 Palermo, Burke, Etzel, Hernandez, Hunter
 NOES 0

Deputy Town Clerk Huang entered the meeting after being unmuted.

Supervisor Palermo read a statement regarding Part-Time SRO Officer:

“The Town Board supports our Woodbury Police Department 100% and we have supported Chief Watson and the school district to place one full-time and six part-time SRO at the Monroe-Woodbury School District. Currently I have asked Councilman Burke to contact the Woodbury School District to clarify the terms of the part-time SRO contract that will be addressed with the payroll responsibilities of the school district. We are hoping that this goes smoothly, and we can continue our relationship with the Monroe Woodbury Central School District and continue providing them with our SRO Officers.”

IV. Department Reports:

Supervisor’s Report – July 2020

Motion was offered by Councilwoman Hernandez, seconded by Councilman Hunter, to approve the Supervisor’s Report for July 2020 with receipts totaling \$141,725.85 and disbursements totaling \$1,045,194.27.

ADOPTED	AYES	5	Palermo, Burke, Etzel, Hernandez, Hunter
	NOES	0	

Town Clerk’s Report – July 2020

ACO Report – July 2020

Police/Communications Report – July 2020

Library –Minutes and Director’s Report

Parks & Recreation Minutes – July 16, 2020

Parks, Building & Grounds – July 2020

Beautification Committee –No meeting held

Budget vs. Actual – July 2020

III. Board Meeting Comments:

Councilwoman Hernandez spoke about the speeding issues on Route 32 and all Village roads reminding resident to slow down. She spoke with Rob Weyant and is trying to collaborate with the village in addressing some of these issues such as better signage as well as the overgrown foliage to be trimmed back on Woodbury roads. In addition, she has spoken with the DOT and Police about stricter enforcement. As another reminder, the Pool Bond Vote is on September 9, 2020 from 9 AM to 9 PM at the Senior Center.

Councilman Burke spoke about the terrible storm that we just had recently. Hopefully, everyone is back to normal from the storm, but if you are not, please reach out to the Town. He thanked Eileen Sutherland for her time and effort in preparing a report showing the overtime expenditures year-to-date compared to last year. He went on acknowledging department heads and employees for making a concerted effort and doing their due diligence to keep expenditures down.

Councilman Hunter was happy to notice while driving down Ridge Road this morning that a patrol car had pulled someone over and was issuing a ticket. The police are out there doing their job and covering our many roads. He reminded people to please call the Woodbury Police (928-2341) headquarters and report issues to them instead of just posting it on Facebook.

Supervisor Palermo agreed that it has been a cooperative effort with our employees to keep expenses and overtime down to help us preserve the budget. It is going to be a rough year. Supervisor Palermo added that the hotel tax is not looking good, very bleak. Last year we had \$300,000 and this year we have thus far taken in \$37,000 (we budgeted \$280,000).

A member of the public, Sandra Santana, resident from Highland Mills entered the meeting with question regarding noise ordinances. She explained that she lives in a town house and behind her are houses on Jones Dr. When she is on her deck or outside, one house impairs her ability to enjoy it because they have no concept of noise levels. She has contacted the police and has already opened a case with the police department. Supervisor Palermo suggested she contact his office and speak with Clara. When he returns on the 24th, he will follow-up on this matter. Councilman Hunter suggested that she download a decibel meter on her smart phone and record the noise.

IV. Attorney/Client:

Motion was offered by Supervisor Palermo, seconded by Councilwoman Hernandez, to enter an attorney/client Session.

ADOPTED AYES 5 Palermo, Burke, Etzel, Hernandez, Hunter
 NOES 0

V. Adjournment:

With no further business to discuss or comments received, a motion was offered by Councilwoman Hernandez, seconded by Councilman Etzel, to adjourn the meeting at 8:08 PM.

ADOPTED AYES 5 Palermo, Burke, Etzel, Hernandez, Hunter
 NOES 0

Attorney/Client meeting ended when unknown residents joined in on the meeting call. Attorney/client session ended at 8:20 PM.

Frances Huang, Deputy Town Clerk