

AGENDA
REGULAR BI-MONTHLY TOWN BOARD MEETING
Community Room, 1 Temple Dr., Tuxedo, NY 10987 and via Zoom
Monday, February 12, 2024 at 7:00pm

Call to Order
Pledge of Allegiance

Moment of Silence – Judge Vingiello

Public Comments on Agenda Items

Agenda Items

1. Addition of Roads to Town Highway Inventory
2. Accept Employee Resignations
3. ACH agreement with Wright Wrisk to allow direct deposit for Workers Comp claims
4. Ceiling repairs in Town Hall
5. Allow Sale of Raffle Tickets for the Onyx and Breezy Foundation
6. Sewer School expenses for Highway Employee Shane Smith
7. Appoint Parks and Recreation Advisory Board
8. Central Monitoring Agreement for Town Hall
9. Award Grant Writer Bid
10. Budget Modifications
11. Landscape Architect Agreement for Powerhouse Park

Presentation

Michele Lindsay to give an update on Climate Smart and the Clean Energy Communities Programs

Discussion Items

Procurement and Travel Policies
Tree City Designation
Boiler at Town Hall

Town Board Updates
Monthly Reports
Minutes
Vouchers
Public Comments
Adjournment

Call to Order

_____ called to order the Town Board Meeting of February 12, 2024 at _____pm.

Pledge of Allegiance to the Flag

Moment of Silence – Judge Vingiello

Public Comment(s) on Agenda Items

Agenda Item #1 – Resolution to add roads to Town Highway Inventory

Whereas the town maintains certain roads within its jurisdiction and regularly supplies an inventory of these roads to New York State;

And whereas the town has identified certain roads that were inadvertently omitted from the inventory despite being maintained by the town for many years;

And whereas the town has identified the following roads and portions of roads, previously omitted from the inventory, as shown in the attached form:

1. Juniper Terrace
2. Katrina Court
3. Spartan Place
4. Chapel Turn Road
5. Patterson Hill Road
6. Nolan's Way

Now, therefore, be it resolved that the town board confirms the maintenance of the aforementioned roads by the town on a regular basis and approves their addition to the inventory.

On a motion by _____, seconded by _____, the foregoing resolution was adopted.

Agenda Item #2 - Accept Employee Resignations

Motion made by _____ seconded by _____ that the Town Board of the Town of Tuxedo hereby accepts the resignations of Jay Reichgott, Town Councilperson as of January 23, 2024 and Margaret Carey, Part-time Police Officer as of January 9, 2024.

Agenda Item #3 – RESOLUTION FOR WORKERS' COMPENSATION CLAIM PROCESSING

Motion made by _____, seconded by _____

WHEREAS, Section 300.26 of Title 12 NYCRR mandates all WC benefit payers to offer direct deposit of WC indemnity benefits and death benefits to beneficiaries;

WHEREAS, the Town currently operates on a voucher system with its service provider, Wright Risk Management;

WHEREAS, Wright Risk Management (WRM) can ensure the Town's compliance with this new requirement by facilitating direct deposit;

NOW, THEREFORE, BE IT RESOLVED that the town authorizes Wright Risk Management to issue payment of all WC benefits on its behalf from its designated Workers' Compensation account and to utilize its partner, VPay, for all electronic payments.

Agenda Item #4 - Ceiling repairs in Town Hall

Estimate details

Estimate no.: 2112

Estimate date: 11/03/2023

#	Date	Product or service	SKU	Amount
1.		Commercial Painting		\$5,600.00
		Stairwell Ceiling, Community Room Ceiling, 2nd Floor Landing Ceiling, Stairway right side wall, Men's Room Bathroom:		
		Our Process:		
		1). All floors will be covered and protected.		
		2). Repair areas as needed and within reason to achieve a smooth and paintable surface.		
		3). Repaint ceilings in the above areas and the stairway right side wall, men's bathroom to match existing color & finish.		
		4). All clean up will be complete.		
		** All Materials are included in this estimate.		
			Total	\$5,600.00

Motion made by _____ seconded by _____ that the Town Board of the Town of Tuxedo hereby approves the various ceiling repairs needed at Town Hall as listed in the quote dated November 3, 2023 by Professional Brush Works in the amount of \$5,600.00 from the ARPA fund.

Agenda Item #5 - Allow Sale of Raffle Tickets for the Onyx and Breezy Foundation

Motion made by _____, seconded by _____, the Town Board of the Town of Tuxedo does hereby consent to allow the sale of raffle tickets in the Town of Tuxedo by the Onyx and Breezy Foundation during the 2024 calendar year in accordance with Section 189 Subdivision 13 of the General Municipal Law.

Agenda Item #6 - Sewer School expenses for Highway Employee Shane Smith

Resolution approving reimbursement to Shane Smith for attending Basic Wastewater Certification Course

Motion made by _____, seconded by _____ that the Town Board of the Town of Tuxedo hereby approves reimbursement to Shane Smith for attending Basic Laboratory Procedures Course hosted by Jamestown Community College. This course will provide instruction for Basic Wastewater operation to individuals seeking to become certified and follows the DEC curricula guide for wastewater treatment plant operators.

Mileage @0.67/mi = \$423.44

Hotel = \$736.00

Meals @ \$50/day= \$250.00

Tuition = \$575.00

Materials = \$19.99

Total Charges: \$2004.43

Billed to SS.8130.401

Resolution approving Shane Smith to attend Basic Wastewater Certification Course

Motion made by _____, seconded by _____ that the Town Board of the Town of Tuxedo hereby approves Shane Smith to attend Activated Sludge Wastewater Treatment Process class hosted by SUNY Buffalo State from 2/26/24-3/1/24 for a cost up to \$2,100.00. This course will provide instruction for Basic Wastewater operation to individuals seeking to become certified and follows the DEC curricula guide for wastewater treatment plant operators.

Suny Buffalo State	\$525.00
Hotel	\$804.55
Food	\$250.00
Mileage (732 RT)	\$490.44
Total	\$2,069.99

Agenda Item #7 - Appoint Parks and Recreation Advisory Board

Motion made by _____, seconded by _____

Whereas there are open positions on the Parks and Recreation Advisory Board; and

Whereas the following candidates have expressed interest in filling those positions and assuming the responsibilities and participation associated with the Parks and Recreation Advisory Board;

NOW THEREFORE BE IT RESOLVED

That the following are appointed to the Parks and Recreation Advisory Board

Name	Title	Term Expiration
Maria May	Chairperson	12/31/2026
John Sandak	Member	12/31/2026
Linda Pallack	Member	12/31/2026
Michelle Calcaterra	Member	12/31/2025
Kendra Saari-Poznanski	Member	12/31/2025
Gonul Kamfoi	Member	12/31/2024
Dina Comolli	Member	12/31/2024

Agenda Item #8 - Central Monitoring Agreement for Town Hall

the alarm panel if not already installed.

☒ (ii) The sum of \$ 49.00 per month for the monitoring of the Security System for the term of this agreement.

Motion made by _____, seconded by _____ that the Town Board of the Town of Tuxedo hereby approves entering into an agreement with Electrolock Inc. to provide monitoring of the Security System at Town Hall for the cost of \$49.00 per month.

Agenda Item #9 - Award Grant Writer Bid Proposal

Motion made by _____, seconded by _____ that the Town Board of the Town of Tuxedo hereby accepts the bid proposal submitted by _____ in the amount of \$_____ to provide Grant Writing services.

Agenda Item #10 - Budget Modifications

Motion made by _____, seconded by _____, the Town Board of the Town of Tuxedo hereby approves the budget modifications contained in the memos dated December 28, 2023 and February 7, 2024 from Arias Cooper, which are listed below.

**TO Tuxedo
Proposed Budget Modifications
December 2023**

Account	Description		
Revenues		Decrease	Increase
A2706	Grants From Local Governments		140,000.00
A2401	Interest & Earnings		30,000.00
A2610	Fines and Forfeited Bail		50,000.00
A599	Fund Balance		607,200.00
Expenditures		Increase	Decrease
A1420.4	Attorney - Contractual	20,000.00	
A1440.4	Engineer - Contractual	20,000.00	
A1620.4	Buildings - Contractual	400,000.00	
A1690.4	Central Fuel Services		12,000.00
A1910.4	Unallocated Insurance	12,000.00	
A1930.4	Judgments and Claims	350,000.00	
A3310.4	Traffic Control - Contractual	5,000.00	
A4540.4	Ambulance - Contractual	2,200.00	
A5132.4	Garage - Contractual	5,000.00	
A5182.4	Street Lighting - Contractual	5,000.00	
A7110.1	Parks - Personnel	5,000.00	
A7110.4	Parks - Contractual	4,000.00	
A7310.4	Youth Programs - Contractual	11,000.00	
TOTALS GENERAL A FUND		839,200.00	839,200.00
Revenues		Decrease	Increase
B2401	Interest and Earnings		38,000.00
Expenditures		Increase	Decrease
B9010.8	State Retirement	8,000.00	
B9015.8	Fire & Police Retirement	30,000.00	
TOTALS GENERAL B FUND		38,000.00	38,000.00
Revenues		Decrease	Increase
DA599	Fund Balance		108,000.00
Expenditures		Increase	Decrease
DA5130.2	Machinery - Equipment	108,000.00	
TOTALS HIGHWAY DA FUND		108,000.00	108,000.00

Budget Modifications continued:

Revenues		Decrease	Increase
DB599	Fund Balance		264,000.00
Expenditures		Increase	Decrease
DB5112.2	Road Construction	264,000.00	
TOTALS HIGHWAY DB FUND		264,000.00	264,000.00

TO Tuxedo Additional Proposed Budget Modifications December 2023

Account	Description		
Revenues		Decrease	Increase
A599	Fund Balance		51,500.00
Expenditures		Increase	Decrease
A1220.401	Supervisor - Contractual	3,500.00	
A1670.401	Central Printing & Mailing - Contractual	2,500.00	
A1680.401	Central Data Processing - Contractual		4,500.00
A5132.401	Garage - Contractual	50,000.00	
A7020.401	Recreation - Contractual	1,500.00	
A7550.401	Celebrations - Contractual		4,500.00
A9010.800	State Retirement	3,000.00	
TOTALS GENERAL A FUND		60,500.00	60,500.00
Expenditures		Increase	Decrease
B3620.401	Safety Inspection - Contractual	6,000.00	
B9785.600	Installment Debt - Principal		6,000.00
TOTALS GENERAL B FUND		6,000.00	6,000.00
Expenditures		Increase	Decrease
DA5130.401	Machinery - Contractual	2,000.00	
DA9010.800	State Retirement	6,500.00	
DA9040.800	Workers Compensation		11,000.00
DA9785.700	Installment Debt - Principal	2,500.00	
TOTALS HIGHWAY DA FUND		11,000.00	11,000.00
Expenditures		Increase	Decrease
DB5110.100	Repairs - Personnel		9,000.00
DB5140.401	Brush & Weeds - Contractual	3,000.00	
DB9010.8	State Retirement	6,000.00	
TOTALS HIGHWAY DB FUND		9,000.00	9,000.00
Revenues		Decrease	Increase
SR2 599	Fund Balance		8,500.00
Expenditures		Increase	Decrease
SR2 8160.400	Refuse & Garbage - Contractual	8,500.00	
TOTALS REFUSE FUND		8,500.00	8,500.00

****\$37,653.25 from fund balance to A.1620.433.1002 as per Carey's email from today 2/9/2024**

Agenda Item #11 - Landscape Architect Agreement for Powerhouse Park

Motion made by _____, seconded by _____ that the Town Board of the Town of Tuxedo hereby approves the Town Supervisor entering into an agreement with CLC Landscape Design for the cost of \$6,000.00 to provide landscape design ideas for Powerhouse Park. (\$5000.00 to be used from OC Tourism Grant)

LANDSCAPE DESIGN PROPOSAL

I. Site Analysis

To include analysis of:

- | | | |
|---------------------|-------------------------|-----------------------|
| - Site Potential | - Views to Screen | - Sun Angles |
| - Existing Grades | - Objects to be Saved | - Existing Vegetation |
| - Views to Preserve | - Objects to be Removed | - Photo Document Site |

II. Preliminary Lot Coverage and Setback Analysis

III. Conceptual Landscape Design

To include these elements:

- | | | |
|--|--|--|
| <input type="checkbox"/> Front Yard | <input type="checkbox"/> Landform | <input type="checkbox"/> Swimming Pool (See Note 1) |
| <input type="checkbox"/> Backyard | <input type="checkbox"/> Generic Plantings | <input type="checkbox"/> Water Feature on Pool |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Privacy Plantings | <input type="checkbox"/> Dive Rock on Pool |
| <input type="checkbox"/> Walk(s) | <input type="checkbox"/> Pavilion / Cabana | <input type="checkbox"/> Fiberglass Hot Tub |
| <input type="checkbox"/> Steps(s) | <input type="checkbox"/> Pergola | <input type="checkbox"/> Koi Pond / Stream |
| <input type="checkbox"/> Landing(s) | <input type="checkbox"/> Shed | <input type="checkbox"/> Pondless Water Feature |
| <input type="checkbox"/> Wall(s) | <input type="checkbox"/> Vegetable Garden | <input type="checkbox"/> Fountain |
| <input type="checkbox"/> Outdoor Kitchen | <input type="checkbox"/> Landscape Lighting | <input type="checkbox"/> Basic Drainage Concepts*
(*See Reverse Side) |
| <input type="checkbox"/> Outdoor Fireplace (wood or gas) | <input type="checkbox"/> Fence | <input type="checkbox"/> Provide Two Design Options
at First Presentation |
| <input type="checkbox"/> Outdoor Fire Pit (wood or gas) | <input type="checkbox"/> Driveway | |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Steep Slope Site (See Note 1) | |

IV. Style Goals

Circle Applicable Design Style Goals: Traditional, Classic, Simple, Hamptons, Transitional, Contemporary, Modern, Other

V. Notes on Design: 3D INCLUDED

TOTAL FOR THE ABOVE: \$6,000

Payment Terms: 100% Due Upon Signature of Contract

Notes on Design Process:

1. For swimming pool designs and steep slope designs, we require a *digital* boundary and *digital* topographic survey.
2. We require an accurate and recent boundary survey be provided prior to CLC starting the design process.
3. Depending on site conditions, we may need for a topographic survey to be completed by a licensed surveyor prior to CLC starting the design process. The cost for a topographic survey would be additional.
4. This landscape design agreement provides for three meetings (in-person or zoom): A. initial design consultation, B. first design presentation, and C. final design presentation. If revisions or additional presentations are requested beyond the three meetings included, we will quote an additional cost for these.
5. CLC will do a preliminary review of town requirements that may be applicable to your project, but a final determination of applicable requirements can only be provided by the town once a landscape plan is submitted for review. Permit fees are additional.
6. Option: For an additional \$ INCLUDED, prepare 3D rendering to accompany the final design presentation.

Presentation

Michele Lindsay to give an update on Climate Smart and the Clean Energy Communities Programs

Discussion Items

1. Procurement and Travel Policies
2. Tree City Designation
3. Boiler at Town Hall
4. Upgrade to phone system at Town Hall, Police Station and Highway

Monthly Reports

Supervisor McMillen is in receipt of the following monthly reports:

- Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
		Alarm System	1	25.00
		Sub-Total:		\$25.00
A 1255	Marriage Licenses	MARRIAGE LICENSE FEE	3	52.50
		Sub-Total:		\$52.50
A 1603	Vital Statistic Fees	Vital Trans - Town	27	270.00
		Sub-Total:		\$270.00
A.1720	Parking Lot and garages	Parking Permit	4	786.00
		Sub-Total:		\$786.00
A2544	Dog Licensing	Female, Spayed	3	27.00
		Male, Neutered	8	72.00
		Sub-Total:		\$99.00
Total Local Shares Remitted:				\$1,232.50
Amount paid to: NYS Ag. & Mkts. for Surcharge				11.00
Amount paid to: State Health Dept. for Marriage Licenses				67.50
Total State, County & Local Revenues:			\$1,311.00	
		Total Non-Local Revenues:		\$78.50

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Marisa Dollbaum, Town Clerk, Town of Tuxedo, during the period stated above, in connection with my office, excepting only such fees and monies the application of which are otherwise provided for by law.

Supervisor

Date

Marisa Dollbaum
Town Clerk

02/02/2024
Date

TOWN OF TUXEDO ONE TEMPLE DRIVE TUXEDO, NY 10987		0642
PAY TO THE ORDER OF <u>David McMillen, Supervisor</u>		DATE <u>2/2/2024</u>
<u>One Thousand Two Hundred Thirty Two Dollars and — 50/100</u>		\$ <u>1,232.50/100</u>
CHASE JPMorgan Chase Bank, N.A. www.chase.com		1-2/210
FOR <u>Town Clerk - January 2024</u>		<u>Marisa Dollbaum</u>
⑈000642⑈ ⑈02⑈00002⑈		25⑈400⑈64⑈

Town Supervisor/Town Board Updates

Minutes

Motion made by _____, seconded by _____, to accept the Minutes of the Regular Bi-Monthly Town Board Meeting held on January 22, 2024.

VOUCHERS

Below are the vouchers totaling \$5000 or greater:

2012922798	Global montello Group Corp	8,352.65	Diesel & Fuel
2012922814	Hoffman Engineering Services	8,665.00	Tuxedo Farms Escrow December 2023
2012922813	Fusco Engineering	14,000.00	December 2023 Building Inspector
2012922817	Nelson Pope & Voorhis LLC	5,252.50	Tuxedo Farms Escrow December 2023
2012922818	Cooper Arias	6,600.00	Partial Bill for 2023 Audit Planning
2012922819	MVP Health Care	7,551.72	Town Hall & Elected Health Insurance Feb 2024
2012922820	J.S. Braddock	5,803.60	Add Equipment 2024 Policy
2012922848	Amthor Welding Service, Inc.	5,170.75	TENCO U-Combo Tent for Truck
2012922854	NYS Insurance Fund	5,747.95	January Workers Comp
2012922858	Rockland Paramedic Services, Inc..	65,724.36	February 2024 Paramedic Services
2012922880	Herc Rentals	6,882.44	Bucket Truck Rental 1/2-1/30/24
2012922883	Arkel Motors Inc.	24,140.45	Parts and Repairs for International

On a motion made by _____, seconded by _____, that the following vouchers, having been audited by the Town Board, are hereby approved for payment:

Claim numbers: 2012922788 through 2012922890

General Fund:	\$147,161.64
Part-Town Fund:	\$28,625.75
Highway Town Wide:	\$46,022.39
Highway Part Town	\$1,894.71
Refuse and Garbage	\$0
Hamlet Sewer District	\$3,983.46
Trust and Agency	\$0
<u>Total Abstract Amount:</u>	\$227,687.95

PUBLIC COMMENTS

ADJOURNMENT

Motion made by _____ seconded by _____, to adjourn the meeting at _____pm.