

**AGENDA**  
REGULAR BI-MONTHLY TOWN BOARD MEETING  
Community Room, 1 Temple Dr., Tuxedo, NY 10987 and via Zoom  
Monday, February 26, 2024 at 7:00pm

Call to Order  
Pledge of Allegiance

Public Comments on Agenda Items

**Agenda Items**

1. Avaya/Avatel contract (upgrade to phone system)
2. Adopt Travel Policy

**Presentation**

Tree City Designation by Christopher Gow and Chiu Yin Hemple

**Discussion Items**

1. Ceiling Repairs at Town Hall
2. Summer Concert Series
3. Enterprise Fleet Leases for Police Vehicles
4. Discussions with PIPC for Town Recreation
5. Update to Parks and Recreation Town Code

Town Board Updates  
Monthly Reports  
Minutes  
Vouchers  
Other Business  
Public Comments  
Executive Session to discuss personnel matters  
Adjournment

**Call to Order**

\_\_\_\_\_ called to order the Town Board Meeting of February 26, 2024 at \_\_\_\_\_pm.

**Pledge of Allegiance to the Flag**

**Public Comment(s) on Agenda Items**

**Agenda Item #1 - Resolution Authorizing Procurement of Telephones and Telephone System**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_

Whereas, the Town of Tuxedo recognizes the need for an updated telecommunications system to efficiently serve its residents and facilitate town operations, and

Whereas, the procurement of telephones and a telephone system is necessary to modernize communication infrastructure and the necessary systems are available through the New York State Bid list of approved vendors and contracts, and

Whereas, the Town Board has reviewed available systems and has identified the proposal from Avaya and Global Supply Inc. and determined it represents the best solution to meet the town's needs,

Now, therefore, be it resolved that the Town Board of the Town of Tuxedo hereby authorizes the procurement of telephones and a telephone system in accordance with the proposal dated February 7,2024, annexed to this resolution, and

Be it further resolved that the Town Supervisor is authorized to take all necessary actions to execute contracts, make payments, and otherwise carry out the procurement process in compliance with applicable laws and regulations.

## **Agenda Item #2 – Resolution to adopt Town of Tuxedo Travel Policy**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_

WHEREAS, the Town of Tuxedo must establish and maintain policies and procedures to set standards for internal controls and guidelines to carry out related procedures; and

WHEREAS, the Town now desires to adopt a resolution approving a Travel Policy; and

NOW, THEREFORE, BE IT RESOLVED, the Town adopts the Travel Policy annexed to this resolution to be incorporated into the Town of Tuxedo's Employment Practices Compliance Manual

## **Presentation**

Tree City Designation by Christopher Gow and Chiu Yin Hemple

- What is the Tree City USA?
- Advantages to the Town of becoming a member
- The (most manageable) obligations
- The application process

## **Discussion Items**

1. Ceiling Repairs at Town Hall

**Discussion Items Cont:**

2. Summer Concert Series
3. Enterprise Fleet Leases for Police Vehicles
4. Discussions with PIPC for Town Recreation
5. Update to Parks and Recreation Town Code

## **Monthly Reports**

Supervisor McMillen is in receipt of the following monthly reports:

- Justice Court

<b>Justice Name</b>	Shawn Brown
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Thank you for submitting your monthly Justice Report. You will receive an email with the status of your report. Please print and retain this page for your records as confirmation of your filing.

<b>Submission Log</b>
02/02/2024 12:14:44 PM / Shawn Brown / Town of Tuxedo / Submitted Document

<b>Report Certification</b>	
<b>Date Filed</b>	02/02/2024
<b>Report Period</b>	01/2024
<b>Report Amount</b>	\$41,267.00
<b>Date Check Sent to CFO</b>	02/02/2024
<b>AC-1030 Report File</b>	AC240133.407

<b>Justice Number</b>	444
<b>Justice Name</b>	Alyse McCathern

Thank you for submitting your monthly Justice Report. You will receive an email with the status of your report. Please print and retain this page for your records as confirmation of your filing.

<b>Submission Log</b>
02/02/2024 08:53:07 AM / Alyse McCathern / Town of Tuxedo / Submitted Document

<b>Report Certification</b>	
<b>Date Filed</b>	02/02/2024
<b>Report Period</b>	01/2024
<b>Report Amount</b>	\$38,073.00
<b>Date Check Sent to CFO</b>	02/02/2024
<b>AC-1030 Report File</b>	AC240133.444

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### **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 February 12, 2024.

## VOUCHERS

Below are the vouchers totaling \$5000 or greater:

2012922894	H2O Innovation, Operation & Maintenance	7,017.59	January Monthly Fee & Testing
2012922897	Global Montello	8,418.96	Diesel & Fuel- Delivery #2 January
2012922919	Office of the State Comptroller	20,921.00	December Court Fines & Fees
2012922922	IWS of New York	32,441.09	January Garbage & Recycling
2012922931	TAM Enterprises	14,400.00	Train Station Final Payment
2012922932	Electrolock, Inc.	11,950.00	Install Security Panic Alarms and Monitors
2012922934	Global Montello	6,739.63	Diesel & Fuel- Delivery #1 February
2012922937	J&G Law, LLP	7,255.83	February 2024 Legal Fees
2012922938	Benistar	5,484.05	Retiree Health
2012922949	Wright Risk Management	5,100.00	Administration of WC Tail Claims
2012922951	IBEW Local 363	13,440.00	Highway Health Insurance February
2012922953	NYS Employees Health Insurance	93,594.48	Jan/Feb Police & Retiree Health

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: 2012922894 through 2012922953

General Fund:	\$94,798.89
Part-Town Fund:	\$90,447.74
Highway Town Wide:	\$32,411.42
Highway Part Town	\$1,983.33
Refuse and Garbage	\$32,441.09
Hamlet Sewer District	\$8,179.09
Trust and Agency	\$0
<u>Total Abstract Amount:</u>	\$260,261.56

## **PUBLIC COMMENTS**

### **Executive Session**

\_\_\_\_\_ made a motion to enter into an Executive Session to discuss personnel matters at \_\_\_\_\_pm.

\_\_\_\_\_ made a motion to exit the Executive Session and return to the Public Meeting at \_\_\_\_\_pm.

### **ADJOURNMENT**

Motion made by \_\_\_\_\_ seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_pm.