

**AGENDA**  
REGULAR BI-MONTHLY TOWN BOARD MEETING  
Community Room, 1 Temple Dr., Tuxedo, NY 10987 and via Zoom  
April 24, 2023 at 7:00pm

Call to Order  
Pledge of Allegiance

Moment of Silence – Stuart Turner and Andy Rogers

Continuation of Public Hearing – Sewer Use Regulations

Public Comment on Agenda Items

**Agenda Items**

1. Resolution to adopt Introductory Local Law “Sewer Use Regulations”
2. Resolution assigning duties of Sewer Superintendent to Highway Superintendent
3. Resolution to enter into agreement with TUFSD Board of Education for the 2023 Summer Day Camp
4. Resolution to approve purchase of BeClutch App for Recreation Department
5. Resolution to enter into a seasonal contract with Pest Shield and allow Town Supervisor to sign agreement

**Discussion**

Schedule Date for Burgis Study Presentation  
Recreation Advisory Board

Monthly Reports  
Department Updates  
Supervisor’s Update  
Town Board Update  
Minutes  
Vouchers  
Public Comments  
Other Business  
Adjournment

**TOWN BOARD MEETING  
TOWN OF TUXEDO  
Tuxedo Town Hall  
1 Temple Dr.  
And via Zoom  
April 24, 2023**

**Call to Order**

\_\_\_\_\_ called to order the Town Board Meeting of April 24, 2023 at \_\_\_\_\_pm.

**Pledge of Allegiance to the Flag**

**Moment of Silence for Stuart “Stu” Turner – long time planner for Town of Tuxedo**

**Moment of Silence for Andy Rogers – He was a resident of Tuxedo for 52 years. He was one of the founding fathers of the Eagle Valley Fire Department and served on various boards in the Town.**

- Open Public Hearing – Sewer Use Regulation

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to open the public hearing on introductory local law “Sewer Use Regulations” at \_\_\_\_\_pm.

**Public Comments**

- Close Public Hearing

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, that, all persons desiring to be heard, having been heard, the Public Hearing regarding Local Law entitled “Sewer Use Regulations” at \_\_\_\_\_p.m.

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

**Agenda Item #1 - Resolution to adopt Local Law “Sewer Use Regulations”**

**TOWN OF TUXEDO  
RESOLUTION OF ADOPTION  
LOCAL LAW NO. 3 OF 2023  
SEWER USE REGULATIONS**

WHEREAS, an introductory Local Law, entitled “Sewer Use Regulations” was introduced before the Town Board of the Town of Tuxedo, and upon notice duly published and posted, a hearing was held on April 10, 2023 and April 24, 2023 before the Town Board, and

WHEREAS, public discussion was heard at such hearing concerning the merits and environmental significance of said introductory local law, and

NOW, THEREFORE,

BE IT RESOLVED, that the adoption of the introductory Local Law entitled “Sewer Use Regulations” *(is a Type II action under SEQR and is hereby determined not to have a significant effect on the environment)* or *(is an Unlisted action and is hereby determined not to have a significant effect on the environment)*.

BE IT FURTHER RESOLVED, that the introductory Local Law entitled “Sewer Use Regulations” of the Town of Tuxedo be and hereby is adopted as Local Law #3 of 2023 of the Town of Tuxedo on April 24, 2023.

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing resolution was adopted on a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nays.

**Agenda Item #2 - Resolution assigning duties of Sewer Superintendent to Highway Superintendent**

\_\_\_\_\_ made the motion and seconded by \_\_\_\_\_

**Agenda Item #3 - Resolution to enter into agreement with TUFSD Board of Education for the 2023 Summer Day Camp for use of bus services**

**WHEREAS**, the Town of Tuxedo desires to enter into the agreement with the Board of Education of the Tuxedo Union Free School District for the 2023 Summer Day Camp;

**WHEREAS**, the Town of Tuxedo Town Board has reviewed the Agreement.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Town Board hereby approves and authorizes the Supervisor to sign the Agreement in the form annexed with the Board of Education of the Tuxedo Union Free School District.

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing resolution was adopted on a vote of \_\_\_\_\_ Ayes, \_\_\_\_\_ Nays.

**AGREEMENT BY AND BETWEEN** the Board of Education of the Tuxedo Union Free School District, hereinafter referred to as “**the District**” and the Town of Tuxedo, hereinafter referred to as “**the Town**”.

**WHEREBY** the District will arrange for the provision of transportation services by its school bus Contractor (MAT Bus Corp.) for resident children to attend the 2023 summer camp program at the George Grant Mason Elementary School operated by the Town. Payment for transportation services by MAT Bus will be made by the District. In turn, the District will receive full reimbursement from the Town for the payments made.

Extent of Services:

1. The 2023 summer camp program will be held from Wednesday, July 5<sup>th</sup> to Friday, August 11, 2023, 28 days in total. Camp hours will be from 9:00 am to 3:30 pm. Included will be transportation services four days a week (Monday to Thursday) from the George Grant Mason Elementary School to Wee-Wah Lake in two separate trips. The first will leave George Grant Mason Elementary School 12:00 pm, drop students off at Wee-Wah Lake by 12:15. A second trip will leave the school at 12:30 and arrive at Wee-Wah at approximately 12:45. Campers will depart from the lake in two groups. The first will leave at Wee-Wah at 2:30 and return to the George Grant Mason Elementary School by 2:45pm. The second group will leave Wee-Wah at 3:00 and arrive at George Mason Elementary at 3:15 pm.
2. Fridays will be used for field trips. A schedule of trips is to be provided by the Town to the School District who in turn will provide the schedule to the bus company.
3. The Town presently anticipates the use of one 65/66-passenger school bus.

Since many passengers will have carrying cases/beach bags with them with items for use at Lake Wee-Wah, the maximum number of passengers for each bus is to be 44 (two passengers per bench seat) with 40 being the maximum desirable.

4. Cost of transportation services are as follows:
  - 4.1 The daily rate per bus is \$332.93 (including the driver), a 2% increase over last year’s rate plus fuel to be provided by the Town at an allowance of one gallon of diesel fuel for every seven miles.  
  
The daily rate will include transportation to/from the summer camp, transportation to/from Wee-Wah Lake in Tuxedo Park, and layover time at Wee-Wah Lake.  
  
The maximum daily time for the \$332.93 rate is six hours. Any time above six hours will be at a rate of \$35.70 per hour payable in 15-minute increments rounded to the nearest quarter hour. However, any time less than six hours cannot be used for field trips or any other types of trips other than the trip to/from Wee-Wah Lake.
  - 4.2 Two Buses will be required for field trips. The rate for field trips is \$102.00 per hour for driving time plus the cost of any tolls and parking fees. The tolls and parking fees are to be paid directly to MAT Bus by the Town upon submission of a municipal voucher.

Payment for waiting time (layover time) at the field trip location is \$86.70 per hour.

For driving time and waiting time, payment is in 15-minute increments rounded to the nearest quarter-hour after the first hour.

Any payment of entrance fees for the bus driver(s) at the field trip locations by the Town is a decision to be made by the Town and any entrance fees is to be paid directly by the Town.

There is no requirement for any meals (lunch, dinner, or snack(s)) for any driver at any field trip location.

- 4.3 The Town will provide the fuel (diesel and/or gasoline) without any charges (including fees) for the transportation service for the Town's 2023 summer camp program.
- 4.4 The School District will bill the Town and provide a Voucher at the end of each summer month (July and August) with payment due within 30 days. Thereafter, late payment shall carry with it a .75% per month interest rate for late payments.
- 5. Routing and the establishment of bus stops for campers will be completed by the Town.  
Any need for supervision of campers on the buses will be the responsibility of the Town.
- 6. Insurance coverage by MAT Bus for the Town will be that which is provided for the School District. The School District will ask MAT Bus to add the Town as an additional insured on its insurance coverage.
- 7. This Contract is subject to approval by the Tuxedo Union Free School District Board of Education and the Tuxedo Town Board.
- 8. This agreement is entered into pursuant to the provisions of General Municipal law §119-o.
- 9. The terms of this agreement shall be construed pursuant to the provisions of New York State Law and any dispute between the parties shall be subject to adjudication in a court of competent jurisdiction with venue in Orange County, State of New York.
- 10. If any provision of this agreement is declared to be null and void, the remainder of the agreement, if practicable, shall remain in full force and effect.
- 14. This agreement may only be modified by agreement entered into in writing by the parties hereto. [

**SO AGREED this \_\_\_ day of April**

**THE DISTRICT**


**BY: \_\_\_\_\_**

**THE TOWN**


**BY: \_\_\_\_\_**

**Agenda Item # 4 – Resolution to approve purchase of BeClutch App for Recreation Department**


\_\_\_\_\_ made the motion, seconded by \_\_\_\_\_

**BECLUTCH APP** 

- iOS & Android BeClutch App
- Unlimited Email and Push notifications
- Check-in / check-out camper functionality
- Shared Calendar
- Alerts / Reminders
- Real-time communication

**DESKTOP ADMIN** 

- Administrative login to view all registration details
- Health detail encrypted for HIPA compliance
- Communication to guardians
- Shared Calendar
- Build Manage Groups integrated with BeClutch App
- 5000 SMS Texts

**CUSTOM REGISTRATION** 

- Custom registration form
- Registration Add-ons such as camp transportation, gear, trips
- Integration with Forte (existing credit card merchant)
- Custom Health forms and Waivers
- Camp detailed instructions emailed or downloaded

	DESCRIPTION	QTY	PRICE	PRICE
01	Set Up Fee	1	\$ 200	\$ 200
02	Summer Subscription 2023	1	\$ 950	\$ 950
03	Additional SMS Texts (5000)	1	\$ 60	
04				
05				
			<b>TOTAL</b>	<b>\$ 1150.00</b>

**Agenda Item #5 - Resolution to enter into a seasonal contract with Pest Shield and allow Town Supervisor to sign agreement**

\_\_\_\_\_ made the motion, seconded by \_\_\_\_\_

**PEST SHIELD CORP**  
51 Wayne Avenue  
Suffern, NY 10901

TEL: 845-357-4105

Email: [laurakillsbugs@wekillbugs.net](mailto:laurakillsbugs@wekillbugs.net)

CUSTOMER # 23818

Name Town of Tuxedo

Service location: Tuxedo PD- 1075 Route 17

Address 1075 Route 17

City Southfields State NY Zip 10987

City Southfields State NY Zip 10987

Proposal date 4/17/23

Email townclerk@tuxedogov.org

**Seasonal Service Agreement**

Pest Shield Corp. will perform services to the above-mentioned service location beginning in April \_\_\_\_\_ and continuing monthly until October of this year.

Service includes an inspection to the deck areas, soffits, accessible door, and window frames. If any visible evidence of a covered pest is found on these areas, it will be treated. Treatment will be rendered to the exterior foundation of the structure and adjacent soil each month. Interior service will be performed upon request.

**Pests Covered:** Ants, Spiders, Millipedes, Crickets, Roaches, Silverfish, Sow Bugs, and Centipedes. Nests of Bees, Wasps, Hornets and Yellow Jackets on the interior and exterior of the structure\*.

**Excluded Pests and Products:** Termites, Bed Bugs, Wood Destroying Beetles, Fleas, Ticks, House Plant Insects, Flies, Honeybees, Stink Bugs, Lady Bugs and other beneficial insects. Mice and Rats, Solitary Ground Bees such as Cicada Killers, Mining Bees and any bee nests\* on the structure more than 15ft from the ground. All stored food and fabric pests. Moth traps, Food pest traps and bottled deodorizers can be purchased for an additional charge.

A written estimate for treatment of excluded pests/ products /Bee nests 15ft above the ground can be provided upon request.

This service agreement is in until October 31<sup>st</sup> of this calendar year. If any infestation of any covered pest occurs, Pest Shield Corp. will render services necessary to eliminate and/or control the infestation at no additional charge if this agreement is in effect. Pest Shield Corp's. liability is limited to the control of insects. Pest Shield Corp. is not responsible for any damage caused by the insects to the service location or its contents, past, present, or future.

The cost for this above service for the season \$ 825.00 plus tax, totaling \$ 894.09

Please check one payment option:

Payment in full by check (due on or before initial service)

Payment in full by ZELLE (due on or before service \$10 processing fee added to the total)

Payment in full by Credit Card (4% processing fee will be added to the total)



**Discussion Items:**

- 1. Schedule date for Burgis Study Presentation

Date\_\_\_\_\_ Time\_\_\_\_\_

- 2. Recreation Advisory Board

2023 Suggested revisions to the Tuxedo Town Code regarding the Department of Parks and Recreation Advisory Board

Background information

Tuxedo Town Code Chapter 19 Parks and Recreation, Department of 19-1 -19-13

Department Regulations adopted 3-8-1995  
Relevant items in the code

**19-3 Department of Parks and Recreation created.** The existing Recreation Department of the Town of Tuxedo is hereby abolished. The Department of Park and Recreation of the Town of Tuxedo be and hereby is created as a separate department of the Town government of the Town of Tuxedo, Orange County, New York

**19-7 Department of Parks and Recreation Advisory Board – regulation amended 2-7-2020 by LL No. 1-2000.** Creation of the Advisory Board

**19-8 Duties of the Board**

**Recommended revisions to 19-7**

- Change number of Board members from 7 to 5 (to make it more manageable)
- Members shall represent one member from each of the 4 voting districts and one member representing Senior Citizens. At the time that a new voting district is established the number of members will increase to reflect that.
- Board members will elect a secretary
- Board members cannot serve for more than two consecutive terms.
- The Advisory Board shall meet monthly or as needed.

**19-8 No changes recommended**

§ 19-7 **Department of Parks and Recreation Advisory Board.**

[Amended 2-7-2000 by L.L. No. 1-2000]

The Town Board of the Town of Tuxedo shall appoint a **Five** seven-member Department of Parks and Recreation Advisory Board. Such members shall be residents of the Town of Tuxedo. Members shall be appointed to serve a term of three years. **Membership shall include one person from each of the Town's four voting districts plus a representative of the Senior Citizen community.** The Town Board shall designate annually from the membership of the Advisory Board the Chairman thereof. **The membership of the board shall elect a secretary.** The Town Board may provide for reimbursement for such expenses which may be reasonable, necessary and proper. The Department of Parks and Recreation Advisory Board shall adopt such rules and regulations as are necessary to arrange for the time of its meetings and conduct of its business. The Director of Parks and Recreation shall be an ex officio member of the Board and shall be responsible to see that full and complete minutes of the meetings are kept, distributed to the members thereof and filed with the Town Clerk. The Town Board shall fill all vacancies caused by expiration, resignation, removal or otherwise. Members shall serve at the pleasure of the Town Board. The Town Board shall make appointments so as to stagger the terms of members so that no more than three, nor less than two, terms expire each year. **Board members cannot serve for more than two consecutive terms. The Advisory Board shall meet monthly or as needed.**

**§ 19-8 Duties of Board.**

It shall be the duty of the Parks and Recreation Advisory Board to recommend to the Director of Parks and Recreation for submission to the Town Board with respect to the following:

**A.** All matters relating to planning, policy formation, programming, legislation and use of park and recreation facilities and areas.

**B.** Acquisition of lands for park and recreation purposes, including coordination with other Town Boards, agencies and officials.

**C.** Make such recommendations as, in the opinion of the Board, will improve the effectiveness of the parks and recreation programs or facilities, including annual budgetary recommendations.

**D.** Such other duties as may be assigned by the Director of Parks and Recreation, Supervisor and/or Town Board.

## Monthly Reports:

Supervisor English is in receipt of the following monthly reports:

Justice Court:

Justice Information	
<b>Municipal Name</b>	Town of Tuxedo
<b>Justice ID</b>	3338400
<b>Justice Number</b>	407
<b>Justice Name</b>	Shawn Brown

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.

Submission Log
04/03/2023 09:19:11 AM / Shawn Brown / Town of Tuxedo / Submitted Document

Report Certification	
<b>Date Filed</b>	04/03/2023
<b>Report Period</b>	03/2023
<b>Report Amount</b>	\$34,478.00
<b>Date Check Sent to CFO</b>	04/03/2023
<b>AC-1030 Report File</b>	AC230333.407

Justice Information	
<b>Municipal Name</b>	Town of Tuxedo
<b>Justice ID</b>	3338400
<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.

Submission Log
04/03/2023 09:26:39 AM / Alyse McCathern / Town of Tuxedo / Submitted Document

Report Certification	
<b>Date Filed</b>	04/03/2023
<b>Report Period</b>	03/2023
<b>Report Amount</b>	\$37,608.00
<b>Date Check Sent to CFO</b>	04/03/2023
<b>AC-1030 Report File</b>	AC230333.444

# Town Clerk

04/19/2023

Town Clerk Monthly Report Monthly Report  
March 01, 2023 - March 31, 2023

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<u>Account#</u>	<u>Account Description</u>	<u>Fee Description</u>	<u>Qty</u>	<u>Local Share</u>
A 1255	General Receipts	Photocopies	12	3.00
	Marriage Licenses	MARRIAGE LICENSE FEE	3	52.50
		<b>Sub-Total:</b>		<b>\$55.50</b>
A 1603	Vital Statistic Fees	Vital Trans - Town	1	10.00
	Vital Trans - Genealogy Fee	Genealogy Copy	3	30.00
		<b>Sub-Total:</b>		<b>\$40.00</b>
A.1720	Parking Lot and garages	Parking Permit	9	1,810.00
		<b>Sub-Total:</b>		<b>\$1,810.00</b>
A1255	Conservation	Conservation	1	1.38
		<b>Sub-Total:</b>		<b>\$1.38</b>
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	4	36.00
		Male, Neutered	1	9.00
		Male, Unneutered	1	17.00
		<b>Sub-Total:</b>		<b>\$62.00</b>
		<b>Total Local Shares Remitted:</b>		<b>\$1,968.88</b>
Amount paid to:	NYS Ag. & Mkts. for Surcharge			8.00
Amount paid to:	NYS Environmental Conservation			23.62
Amount paid to:	State Health Dept. for Marriage Licenses			67.50
<b>Total State, County &amp; Local Revenues:</b>	<b>\$2,068.00</b>	<b>Total Non-Local Revenues:</b>		<b>\$99.12</b>

## Department Updates:

- Rob Dollbaum

**TOWN SUPERVISOR/TOWN BOARD UPDATE:**

**MINUTES**

Motion made by Supervisor English, seconded by \_\_\_\_\_ to accept the Minutes of the Regular Bi-Monthly Town Board Meeting held on April 10, 2023.

**VOUCHERS**

Below are any vouchers exceeding \$5000:

2012921452	IWS of New York	\$31,507.79	March Garbage Pickup
2012921453	Benistar	\$5,354.14	March Retiree Benefits
2012921459	NYSHIP	\$86,604.94	April/May Police and Retiree Health Insurance
2012921473	Office of the State Comptroller	\$27,906.00	March 2023 Court Fines and Fees
2012921495	MVP Healthcare	\$5,661.24	May Health Insurance Dollbaum/Alley/Squillini

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: 2012921447 through 2012921506. Voucher 2012921505 has been deleted

General Fund:	\$66,857.22
Part-Town Fund:	\$84,004.45
Highway Town Wide:	\$15,250.09
Highway Part Town	\$1,827.11
Hamlet Sewer District	\$0
Refuse and Garbage Disposal	\$31,507.79
Trust and Agency	\$0
Wire Transfer	\$1,544.78
<u>Total Abstract Amount:</u>	\$200,991.44

**PUBLIC COMMENTS**

**OTHER BUSINESS**

**ADJOURNMENT**

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