

Minutes of the Village Board Meeting held at Town Hall on June 14, 2018 at 7PM

Present: Michael Queenan, Mayor
Neil Crouse, Timothy Egan, Thomas Flood and Anthony Mickolajczyk
Absent: None
Also Present: Sandra Capriglione and Maria Hunter, Planning Board; Scott McClennan, Fire Chief; John Smith, Town Parks Commissioner; Some Members of the CVFC

I. Annual Organizational Meeting

a. Consultants for the Village:

Motion was offered by Trustee Egan, seconded by Trustee Flood, to appoint the following consultants for the FY2018/2019:

Engineers for the Village:	H2M Architects + Engineering
Attorney for the Village:	Feerick Lynch MacCartney & Nugent Burke, Miele, Golden, Naughton Kornfeld Rew Newman & Simeone
Planner for the Village:	Nelson Pope & Voorhis
Attorney for the ZBA:	Michael Donnelly

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

Authorize Engineer to File:

Motion was offered by Trustee Crouse, seconded by Trustee Mickolajczyk, to authorize H2M Architects + Engineering and Fusco Engineering, as the Engineers for the Village, to file application to all regulatory agencies, as required, on behalf of the Village of Woodbury in FY2018/19 for those projects authorized by the Village Board.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

b. Deputy Mayor:

Mayor Queenan stated he appoints Timothy Egan as Deputy Mayor.

c. Membership in State Association:

Motion was offered by Trustee Mickolajczyk, seconded by Trustee Crouse, to authorize the Village Clerk to enroll the Village as members with the New York State Conference of Mayors (NYCOM); the Orange County Association of Towns, Villages and Cities; the Orange County Municipal Planning Federation; Orange County Water Authority (Moodna) and the Woodbury Chamber of Commerce.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

d. Designation of Official Newspaper:

Motion was offered by Trustee Flood, seconded by Trustee Egan, to designate the Times Herald Record as the official newspaper for the Village.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

e. Investment Policy/Designation of Depository/Audited of Abstract Vouchers:

Motion was offered by Trustee Crouse, seconded by Trustee Flood, to adopt the Investment Policy of the Village as follows:

“The objectives of the Investment Policy of the Village of Woodbury are to minimize risk, to insure that investments mature when cash is required, and to insure a competitive rate of return. In accordance with this policy, the Mayor is authorized to invest Village funds which are in excess of current operating needs. Village investments are governed by applicable New York State Laws.

That the Mayor make the following types of investments, for the present, until other types of investments are submitted to the Village Board:

- a. Direct purchase of guaranteed obligations of the United States Government or obligations of the State of New York and its political subdivisions.
- b. Direct purchase of Certificates of Deposit from the designated depositories of the Village. Such Certificates of Deposit are to be collateralized by obligations enumerated in item “a” above.
- c. Direct purchase through Repurchase Agreements of guaranteed obligations of the United States Government. Such Repurchase Agreements should be executed either through the designated depositories of the Village or those brokerage firms which are primary United States Government dealers which report to the Federal Reserve Bank of New York.
- d. Time Deposit Accounts are designated depositories of the Village. Such accounts are to be collateralized by the Federal Deposit Insurance Corporation or by obligations enumerated in item “a” above.

The Mayor shall deposit all monies received and said monies shall be released together with the related sureties from any liabilities for loss of such monies by reason of the default or insolvency of any such depository.

The following bank is to be designated as the official bank for the Village:

Sterling National Bank, Monroe

Lakeland Bank, Highland Mills

The Mayor shall be authorized to invest funds of the Village in this bank during the 2018/19 Fiscal Year under the following guidelines:

- a. All accounts shall be collateralized at 105% and said collateralization shall be held by a third party bank.
- b. Collateralization shall be in accordance with the Comptroller's guidelines.
- c. All designated banks will be contacted for competitive rates on an ongoing basis.”

The Mayor shall be authorized to deposit any Village monies in this bank during the 2018/19 fiscal year.

Prior to all invoices being paid, they must be attached to vouchers which must be signed by at least two members of the Board. An “abstract of audited vouchers” will be prepared by the Village Treasurer for action by the Board. After the Board votes to approve payment, a record of the check issued for payment must be attached to the voucher indicating who the check was written too, the date payment was made and the amount of the payment.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

f. Mileage Reimbursement/Food Stipend:

Motion was offered by Trustee Egan, seconded by Trustee Flood, to reimburse members of the Village Government and its employees, when on official business or duty for the Village, the rate established annually by the Internal Revenue Services for the use of their personal vehicle (includes gas and wear/tear). Vouchers are to be completed and filed with the Village Treasurer before reimbursement is made.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

Motion was then offered by Trustee Mickolajczyk, seconded by Trustee Crouse, to reimburse employees not more than \$50 per day for food purchased while attending a Board approved conference/ meeting that is held for an entire day and is for Village related issues, if not included in the registration cost. Alcohol will not be reimbursed. Complete receipts must be submitted with voucher.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

g. Board Liaisons/Appointed Positions:

Motion was offered by Trustee Egan, seconded by Trustee Crouse, to establish the following liaisons of the Village Board:

Liaison to Town Board	Mayor Queenan and Trustee Egan
Liaison to Planning Board	Trustee Egan and Flood
Liaison to Zoning Board	Trustee Crouse and Mickolajczyk
Liaison to Fire Department	Trustee Egan and Mickolajczyk
Liaison to Water/Sewer Department	Mayor Queenan and Trustee Mickolajczyk
Liaison to Building Department	Mayor Queenan and Trustee Crouse
Liaison to Highway Department	Trustee Flood and Trustee Mickolajczyk
Employee Liaison	Mayor Queenan and Trustee Flood
Insurance Liaisons	Trustee Flood and Trustee Crouse
Grant Writing/Research	Trustee Crouse and Trustee Egan

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

Motion was then offered by Trustee Mickolajczyk, seconded by Trustee Crouse, to appoint the following individuals to the following positions:

Appeals Officer for FOIL's	Michael Queenan
Procurement Officer	Michael Queenan
Zoning Board	Karen Ungerer (<i>term expires 5/31/2023</i>)
Planning Board	Christopher Gerver (<i>term expires 5/31/2023</i>)
Fire Police	George Sewitt, Christopher Salvo, Dennis Tenney

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

h. Appointment of Chairperson:

Motion was offered by Trustee Flood, seconded by Trustee Egan, to designate the following individuals as Chairperson for the following Boards:

Maria Hunter	Planning Board
Karen Ungerer	Zoning Board

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

i. Meeting Dates and Meeting/Public Comment Procedures:

Motion was offered by Trustee Crouse, seconded by Trustee Egan, to adopt the following meeting procedures:

“That the Village Board hold regular meetings on the second and fourth Thursday of each and every month at 7PM, at Town Hall, 511 Route 32, Highland Mills, New York. If cancelled, notification will be

given to the media and posted on the official signboard of the Town Clerk. Special meetings are to be called by the Mayor and all Trustees will be notified by telephone, electronic mail, in person or by postal service by the Village Clerk at least twenty-four hours in advance of the meeting unless in the opinion of the Mayor emergency conditions dictate the necessity of shorter notice. Agendas will be prepared by the Village Mayor and Clerk no later than twenty-four hours prior to all meetings. Items can be added and deleted when needed. Minutes of the meetings will be prepared by the Village Clerk in accordance with the Open Meetings Law. When action is required, a motion, followed by a second, will be asked for by the Mayor. A discussion can then be held and then each member will vote verbally on the issue (one vote per member). When required, the Board will be polled by the Village Clerk. If there is a dispute as to the form or priority of motions or other meeting procedural issues not set forth herein Roberts Rules of Order shall prevail, consistent with New York municipal law, with the Attorney for the Village acting as Parliamentarian. When all business is finalized, the meeting will be adjourned. Any deviation from these procedures must be determined by the Village Board.”

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

Motion was then offered by Trustee Crouse, seconded by Trustee Egan, to adopt the following procedures to be followed during the public comment segment of the meetings:

- a. The public may speak only during public comment or at any time the Village Board permits, for a period of five minutes. Time cannot be yielded to other members of the public.
- b. Comments are to be made to the Village Board only, not other members of the public or individual Board members.
- c. Speakers will observe commonly accepted rules of courtesy, decorum, dignity and good taste when addressing the Board and making comments.
- d. Written communication will be accepted/presented to the Village Clerk.

Any deviation from these procedures must be determined by the Village Board.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
NOES 0

j. Procurement Policy:

Motion was offered by Trustee Mickolajczyk, seconded by Trustee Flood, to adopt a procurement policy as follows:

WHEREAS, General Municipal Law (GML) 104-b requires every municipality to adopt internal policies and procedures governing all procurements of goods and services not subject to the bidding requirements of GML 103 or any other law; and,

NOW, THEREFORE, BE IT

RESOLVED that the Village of Woodbury does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. “Purchaser” is defined as a Village official, board member, department head or individual assigned by the department head to have purchasing authority. Pursuant to GML 104-b, they are listed as follows:

Building Department	Gary Thomasberger, Maria Rubio, Marian Tivaldo, John Hand
Fire Department	Scott McClennan, Pasquale Prozzillo, Christopher Burke, Dan Ward
Water/Sewer Department	Michael Phillips, Jason Braghirol, Jean Mundy
Mayor/Trustees	Michael Queenan, Desiree Potvin, Jessica McClennan

Clerk/Treasurer

Desiree Potvin, Jessica McClennan, Carol Herb

Guideline 2. All purchases of (a) supplies or equipment which will exceed \$20,000 or (b) public works contracts over \$35,000 shall be formally bid pursuant to GML 103. In 2013 this amendment to GML 103 will sunset and the limits will return to \$10,000 for all purchases of supplies or equipment and \$20,000 for all public works contracts. When/If this occurs, then the limits listed in Guideline 3 exceeding the current limits will be null and void.

Guideline 3. Purchases of supplies or equipment shall require the following:

Less than \$20,000 but greater than \$10,000	Three written quotes with documentation
Less than \$10,000 but greater than \$5,000	Two written quotes with documentation
Less than \$5,000	Left to discretion of Purchaser

Pursuant to GML 103(1) purchases of “commodities, service or technology” may not be “artificially divided” for the purposes of satisfying the “discretionary buying thresholds”. “The reasonably expected aggregated amount of all purchases of the same commodities, services or technology to be made within the twelve-month period commencing on the date of the purchase” must be considered.

Purchases of public works/service contracts shall require the following:

Less than \$35,000 but greater than \$20,000	Three written quotes with documentation
Less than \$20,000 but greater than \$5,000	Two written quotes with documentation
Less than \$5,000	Left to the discretion of the Purchaser

Any written request for proposals (RFP) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors for which quotes have been received by using the form provided by the Village Clerk. All information gathered in complying with the procedures of this policy shall be preserved and attached to the voucher that is submitted for processing of payment to the successful vendor.

In the event that a diagnostic examination results in charges that will fall under a procurement threshold requiring a form of documentation other than initially anticipated, management will determine if the work can proceed without fulfilling the standard requirements of the applicable threshold.

Guideline 4. The lowest responsible proposal/quote shall be awarded unless the Purchaser prepares a written justification providing reasons why it is in the best interested of the Village and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgments shall also be documented.

Guideline 5. A good-faith effort shall be made to obtain the required number of proposals/quotes. If the Purchaser is unable to obtain the required number of proposals/quotes, the Purchaser shall document the attempt(s) made. In no event shall the inability to obtain the proposals/quotes be a bar to the procurement.

Guideline 6. Except when directed by the Village Mayor, no solicitation of proposals/quotes shall be required under the following circumstances:

- a) Acquisition of professional services;
- b) Emergencies;

All purchases made under the emergency exception must meet the following criteria: 1) need arises from an accident or unforeseen occurrence or condition; 2) need affects public buildings/property or

life, health and safety; 3) immediate action is needed and cannot await competitive bidding or competitive offering.

- c) Sole-Source situations;
- d) Goods purchased from agencies for the blind or severely handicapped;
- e) Goods purchased from correctional facilities;
- f) Goods purchased from another governmental agency;
- g) Goods purchased at auction;

Guideline 7 This policy shall be reviewed annually by the Village Board of Trustees at its organizational meeting or as soon thereafter as is reasonably practicable.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

k. Fee Schedule:

Motion was offered by Trustee Crouse, seconded by Trustee Egan, to adopt the 2018/2019 fee schedule as follows:

Zoning Board of Appeals:

Special Permit	\$200
Residential Area Variance	\$250
Residential Use Variance	\$300
Commercial Area Variance	\$500
Commercial Use Variance	\$750
ZBA Interpretation of Code	
Residential	\$250
Commercial	\$500
Review of Ruling by Code Enforcement Officer	\$250

In addition to the fees listed above all residential subdivisions consisting of three or more lots and all commercial applications require the posting of an escrow in the amount of \$2,500.00 prior to an appearance before the Zoning Board to cover the cost of all consulting fees for the application. If the escrow account falls below \$1,000.00 additional funds must be posted to continue the application process. Applicant is responsible for final payment of all consultant fees prior to final decision rendered by the Zoning Board of Appeals. Please contact the Building Department for more information.

Planning Board:

Special Permit, new and renewal	\$75
Site Plan	\$75
Subdivision	\$75

Board of Trustees:

Towing Permit	\$3000
Special Permit	\$75

In addition, pursuant to Chapter 65 of the Village Code entitled "Taxpayer Protection" Act, escrow accounts will be required to be posted to cover all consultant costs incurred for an application. Please contact the Village Clerk for more information.

Subdivisions, minor and major, excluding planned unit development:

Minor	\$100
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Major

Sketch Plan Approval	\$25 per lot
Preliminary Approval	\$50 per lot
Final Approval	\$25 per lot

This sum shall be refunded by the Village if the Planning Board determines that such amount is not required.

Site Plan Approval:

Existing structures or additions to existing structures	\$100
New development, business or industrial structures	\$500
Mobile home court	\$75

per mobile home, per application and/or renewal of special permit

Site plan and subdivision inspection escrow fee:

not less than 4% nor greater than 6% of the amount of the value of construction, which amount is to be estimated by the Village Engineer, to help defray costs of observing the work to provide better assurance to the Village that it is in accordance with approved plans for the construction of roads, water systems, sewer systems and other utilities in the development

Building Department:

Floodplain letter	\$20 per letter
Building Permit (based on total cost of construction including labor)	
Residential	\$10 per thousand
Commercial	\$12 per thousand
Certificate of occupancy or copies	\$25
Amendment to building permit	\$100
Extension of building permit	\$10 per month (three month minimum)
Fire permit	\$100
Blasting permit	\$100
Bungalow permit	\$10 per unit
Floodplain development permit	\$500
Fireworks permit:	\$250
Municipal search	\$100
Wireless Communication Recertification	\$250

Highway Department:

Road Opening Permit	\$250
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Water/Sewer Department:

Water Meter:	
5/8"	\$300
1"	\$450
1½"	\$800
2"	\$1100

Water Inspection

Single Family Residence	\$300
Construction Uses	\$400

(not within shopping mall or business park)

Sewer Inspection

			Single Family Residence	\$300
			Construction Uses	\$400
			<i>(not within shopping mall or business park)</i>	
ADOPTED	AYES	5	Queenan, Crouse, Egan, Flood, Mickolajczyk	
	NOES	0		

II. Administrative Business:

a. Acceptance of Minutes:

Motion was offered by Trustee Flood, seconded by Trustee Egan, to accept the minutes of the meeting held May 29, 2018.

ADOPTED	AYES	5	Queenan, Crouse, Egan, Flood, Mickolajczyk	
	NOES	0		

b. Approval of Abstract:

Motion was offered by Trustee Mickolajczyk, seconded by Trustee Crouse, to approve Abstract 1 containing vouchers 180001 - 180094 totaling \$284,763.48.

ADOPTED	AYES	5	Queenan, Crouse, Egan, Flood, Mickolajczyk	
	NOES	0		

c. Fire Department Equipment Requests:

Motion was offered by Trustee Egan, seconded by Trustee Mickolajczyk, to approve Fire Department Equipment Request 2018-16 totaling approximately \$1847.50 for the purchase of rescue gloves.

ADOPTED	AYES	5	Queenan, Crouse, Egan, Flood, Mickolajczyk	
	NOES	0		

III. Old Business *There was no old business to discuss.*

IV. New Business:

a. Advertise for Bids – Cleaning Company for Village Offices:

Mayor Queenan noted the person that has been cleaning the Village Hall had been doing so for many years, including several prior to the formation of the Village. She has submitted her letter of resignation that was effective May 31. He feels a request for proposals should be done to contract for cleaning services for all three Village offices (Village Hall, Water/Sewer and Highway). An alternative would be to hire a part-time custodian. Either option can be considered once the bids are received. The Board agreed both option should be considered. Motion was then offered by Trustee Crouse, seconded by Trustee Egan, to authorize the Village Clerk to advertise for janitorial services for various Village offices beginning July 2018 through May 2020.

ADOPTED	AYES	5	Queenan, Crouse, Egan, Flood, Mickolajczyk	
	NOES	0		

V. Public Comment:

Charles Knuth asked for clarification regarding the discussion held at the last meeting to add two bays to the Highland Mills Firehouse (HMFH). Mayor Queenan stated the Fire Chiefs have been asking for an expansion for quite some time. Since efforts for a joint municipal center seem to be at a standstill an expansion to the Village Hall for office space seems logical which is why it is being explored. In doing so, adding two bays under the offices made sense. We looked into putting offices above the current bays but the structure would not support this type of construction. The idea is currently being explored

to determine if it is a viable option. Mr. Knuth stated the Central Valley Firehouse (CVFH) is currently being underutilized - housing only a brush truck, an UTV and a rescue truck (which is not being used). He proposed the CVFH meeting room be used for Town/Village meetings then the HMFH meeting room could be converted into office space. He added there is room in 75' of room in the CVFH bays for apparatus. This would involve modifying the CVFH by adding an elevator and installing heat on the second floor. Mayor Queenan noted the CVFH is privately owned and it would need to be researched to determine if taxpayers can fund improvements that may be needed. Mr. Knuth stated the improvements could be fronted by CVFH and then worked into the rent amount. Mayor Queenan suggested the Village could also purchase the CVFH which would then give the members the same benefits the HMFH members currently have. Mr. Knuth then noted, with regards to the discussion that was held about closing CVFH, that he has been a member of the CVFH for about five years and he has never seen a Village Board member come there to speak to the members about the issue they have been experiencing. Mayor Queenan stated he has been there about five times since taking office to discuss staffing and lack of response to calls. He added the Board never said anything about closing the CVFH. Mr. Knuth then stated he feels the Chiefs should delegate which firehouse new members should be assigned to so there is a fair distribution, suggesting maybe every third application received. He also suggested an additional car or officer be added and assigned for CVFH. Mayor Queenan stated that should be discussed with the Chiefs and officer as the operations of the department is handled by them as Department Heads. Trustee Egan stated selection of officers is addressed in the department by-laws which are created by the warrant board which consists of members from both houses. He has recommended these by-laws be reviewed by the warrant board on a quarterly basis. Mayor Queenan suggested a meeting be held with the Fire Chiefs, the Board liaisons and members of the CVFH to discuss these issues. Mr. Knuth then stated at the last meeting it was mentioned about moving CVFH closer to the proposed Garden at Harriman Station. He noted a majority of members at CVFH live in Highland Mills so the response time would be difficult without the use of sirens or lights. He added the development is being marketed to young professionals which he feels would not be interested in volunteering for the fire department. Mayor Queenan clarified that the proposed development may require so sub-departments to be located in that area - adding a Highway substation could be proposed as well - due to the size of the development. He feels that a solution needs to be determined on how to respond to calls in that portion of the Village, adding a joint venture with the Monroe Fire District may be necessary.

VI. Board Member/Department Comments:

Chief McClennan noted the Monroe Fire District is also having difficulty with members not responding to calls and recruitment. Their Harriman Firehouse is underutilized as well. He added volunteerism is in big trouble all around. Trustee Egan agreed recruitment in the EMS area is down all over. Paid departments are growing because of this. Mayor Queenan stated the Village may need to entertain a paid department in the near future.

Trustee Mickolajczyk congratulated those that were appointed this evening. He then noted there has been a lot of new coverage about the State proposing to make accommodations for taxpayers to contribute to charitable donations in lieu of paying property taxes. The IRS and Federal Government have issued guidance stating they will not accept these "work arounds" that the state is trying to do, which is usurp the changes in the tax law relating to writing off property taxes. He then thanked everyone that was involved with the fundraiser that was held last weekend for Michael Hansen. The turnout was great and he has been told just under \$14K was raised.

Mayor Queenan thanked members of the CVFH for attending this evening. He also congratulated those that were appointed this evening. He wished all a Happy Father's Day.

VII. Adjournment:

With no further business to discuss or comments received, a motion was offered by Trustee Mickolajczyk, seconded by Trustee Flood, to adjourn the meeting at 7:45PM.

ADOPTED AYES 5 Queenan, Crouse, Egan, Flood, Mickolajczyk
 NOES 0

Desiree Potvin, Village Clerk