

Regular Town Board Meeting
Town of Tuxedo
1 Temple Dr., Tuxedo, NY 10987
And via Zoom
January 22, 2025

Supervisor McMillen called to order the Town Board Meeting of January 22, 2025 at 7:00pm.

The meeting was opened by a pledge of allegiance to the flag.

Town Board Members Present:	Mr. Dave McMillen	Supervisor
	Ms. Deirdre Murphy	Deputy Supervisor
	Mr. Chris Kasker	Councilmember

Town Board Member Absent:	Mr. Chris Dollbaum	Councilmember
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Recording Secretary: Marisa Dollbaum Town Clerk

Other Town Officials Present in person:

Mr. J. Ben Gailey, Town Attorney; Highway Superintendent Rob Dollbaum

Discussion Items

1. Request for Sewer District Connection – The owner of Steve’s Pizza, Steve Germano, was notified by the Department of Health that his septic system does not meet the requirements to accommodate the seating capacity. He is requesting to connect to the Town’s sewer line. Town Engineer Sean Hoffman went over some options on how that could possibly be done. There would have to be approval from various entities such as MTA and NYS DOT. The Board is in support of him connecting, but there are a few things to be worked out prior.
2. Town Communications Team – Town Clerk Marisa Dollbaum said the Town is making efforts to help get information out to residents including a Town newsletter. She is attending a demo with a company called GoGov that would provide an app like the Town of Monroe and Town of Goshen recently deployed.

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Public Comment(s) on Agenda Items

- Resident Mary Graetzer voiced her support with assisting Steve's Pizza with their sewer connection.

Agenda Item #1 – Resolution to Accept Resignation of Planning Board Member

On a Motion made by Supervisor McMillen and seconded by Councilmember Murphy, the Town Board of the Town of Tuxedo accepts the resignation of Planning Board Member Ned Kugel effective February 4, 2025.

The foregoing resolution was adopted on a vote of 4 ayes and 0 nays.

Agenda Item #2 – Town Reorganization

Office of the Town Supervisor

As per Town Law, the Supervisor as an elected official appointed the following positions:

Deputy Supervisor (Unclassified)	Deirdre Murphy
Budget Officer	Dave McMillen
Secretary to Supervisor - Part-Time (Civil Service - Exempt)	Lori Cosgrove

Supervisor Dave McMillen offered the following reorganization meeting resolutions and moved their adoption.

That **Lorraine Cosgrove** in the part-time position of **Secretary to Supervisor** (Civil Service #1576 - Exempt) be paid at the hourly rate of \$35.73 per hour for 28 hours per week (1560 hours annually). Budget Code A1220.1 for \$52,022.88

That **Carey Alley** is appointed to the full-time position of **Administrative Supervisor** (Civil Service #1016 - Competitive), on a provisional basis, pending results of civil service exam #1016 at the hourly rate of \$49.88 per hour for 35 hours per week (1820 hours annually). Budget Code A1220.1 for \$59,008.04, Budget Code B.3620.100 \$31,773.56

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Office of the Town Clerk

As per Town Law, the Town Clerk as an elected official appointed the following positions:

Deputy Town Clerk/Deputy Registrar/Deputy Tax Collector - Part-Time (Civil Service - Exempt) Marianna Evans

Supervisor Dave McMillen offered the following reorganization meeting resolution and moved its adoption.

That **Marianna Evans** in the part-time position of **Deputy Town Clerk** (Civil Service #1215 - Exempt) be paid at the hourly rate of \$24.48 per hour for 30 hours per week (1560 hours annually). Budget Code A1410.1 for \$38,188.80

Building Department

Supervisor Dave McMillen offered the following reorganization meeting resolutions and moved their adoption.

That Robert Brady is appointed to the full-time position of **Building Inspector III Code Enforcement Officer** (Civil Service #1105 - Competitive), on a provisional basis, pending results of civil service exam #1105, at the hourly rate of \$39.27 per hour for 35 hours per week (1820 hours annually). Budget Code B3620.1 for \$71,471.40.

That **Deborah Villanueva** is re-appointed to the full-time position of **Project Coordinator** (Civil Service #1488 - Non-Competitive) at the hourly rate of \$35.74 per hour for 35 hours per week (1820 hours annually). Budget Code B3620.1 for \$65,046.80

Highway Department

Supervisor Dave McMillen offered the following reorganization meeting resolution and moved its adoption.

That **Lisa Decker** is appointed to the position of **Project Coordinator** (Civil Service #1488 - Non-Competitive) at the hourly rate of \$24.48 per hour for 34.5 hours per week (1794 hours annually). Budget Code A.5010.1 for \$43,917.12.

That Seasonal Laborers (Civil Service #1365), to be appointed by the Town Board, at the hourly rate of \$21.01 per hour for 40 hours per week.

That Seasonal Laborers holding a CDL will be paid \$35.00/hour during snow events upon approval of the Town Board.

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That the wage rates of bargaining unit employees in the Highway Department are as negotiated in the Collective Bargaining Agreement with the International Brotherhood of Electrical Workers and is pending contract negotiation. The previous contract expired on December 31, 2024.

Other Town Offices

Supervisor Dave McMillen offered the following reorganization meeting resolutions and moved their adoption.

That **Kathleen Metcalf-Rooney** is appointed to **Recreation Director** (Civil Service #1522 – Competitive) at the rate of \$31.56 for 28 hours per week (1456 hours annually). Budget Code A.7020.1 for \$45,951.36.

That **Hugh Davies** is re-appointed to the part-time position of **Assessor** (Civil Service #1025 - Non-Competitive) at the salary of \$40,800 and that the minimum hours be 1040 per annum scheduled as needed seasonally for this position. Budget Code A1355.1

That **Richard Marsh** is re-appointed to the part-time position of **Police Chief** (Civil Service #1470 - Competitive). Budget Code B3120.1 for \$50,000 pending approval of 211 waiver.

That the wage rates of bargaining unit employees in the **Police Department** are as negotiated in the Collective Bargaining Agreement with Teamsters Local 445. The current five-year contract runs January 1, 2021 through December 31, 2025.

That the position of part-time **Animal/Dog Control Officer** (Civil Service #1020 - Non-Competitive) is TBD. Budget Code A3510.1.

Justice Court

Supervisor Dave McMillen offered the following reorganization meeting resolutions and moved their adoption.

That **Catherine Flynn** is re-appointed - with the advice and consent of the Town Justices - to the full-time position of **Clerk to Town Justice** (Civil Service #1175 - Exempt) at the hourly rate of \$28.00 per hour for 35 hours per week (1820 hours annually). Budget Code A1110.1 for \$50,960.00

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TBD be appointed - with the advice and consent of the Town Justices - to the full-time position of **Clerk to Town Justice** (Civil Service #1175 - Exempt) at the hourly rate of \$26.50 per hour for 35 hours per week (1820 hours annually). Budget Code A1110.1 for \$48,230.00

TBD be appointed to the part-time position of **Assistant Court Clerk** (Civil Service #1052 - Non-Competitive) at the hourly rate of \$24.00 per hour for 17.5 hours per week (910 hours annually). Budget Code A1110.1 for \$21,840.00

TBD be appointed to the part-time position of **Assistant Court Clerk** (Civil Service #1052 - Non-Competitive) at the hourly rate of \$24.00 per hour for 17.5 hours per week (910 hours annually). Budget Code A1110.1 for \$21,840.00

Elected Officials

Supervisor Dave McMillen offered the following reorganization meeting resolutions and moved their adoption.

That the yearly salaries be approved as stated for the following Town Officials:

Supervisor Dave McMillen	\$46,350.00	Term: 12/31/2025
Deputy Supervisor Deirdre Murphy	\$13,412.96	Term: 12/31/2025
Town Board Member Chris Kasker	\$ 8,002.37	Term: 12/31/2027
Town Board Member Chris Dollbaum	\$ 8,002.37	Term: 12/31/2025
Town Board Member TBD	\$ 8,002.37	Term: 12/31/2027
Town Clerk/Tax Collector Marisa Dollbaum	\$75,250.28	Term: 12/31/2027
Highway Superintendent Robert Dollbaum	\$105,585.44	Term: 12/31/2027
Town Justice Shawn Brown	\$32,282.55	Term: 12/31/2025
Town Justice Alyse McCathern	\$32,282.55	Term: 12/31/2026

Boards

That the annual salaries and appointments of the **Planning Board** Chairman and Members are TBD.

That the annual salaries and appointments of the **Zoning Board of Appeals** Chairman and four Members are TBD.

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That the salaries of the **Board of Assessment Review** Chairman and four Members are as indicated below, and that **Edward Brennan** is appointed as Chair of the Board of Assessment Review, and that such board be comprised of the following individuals through the term expiration dates indicated or until a successor is appointed:

Edward Brennan	\$1,835.11	Term: 9/30/2025
Marie Warniaha	\$637.21	Term: 9/30/2027
Howard Zukof	\$637.21	Term: 9/30/2028
Edward Mattes	\$637.21	Term: 9/30/2029
Michael Witt	\$637.21	Term: 9/30/2029

Note: The Chair of the Board of Assessment Review is determined by the Members of the BAR as per Real Property Tax Law.

RESOLVED, that the **Tuxedo Climate Smart Community Task Force**, whose members serve without compensation, be comprised of individuals to be appointed by the Town Board later in 2025. The **Task Force Manager**, to be chosen by the Town Board, shall serve for a two-year term. The Town Board has chosen Michele Lindsay to serve as Manager for the term ending December 31, 2026 under the direction of Town Supervisor.

That the **Parks & Recreation Advisory Board**, whose members serve without compensation, be comprised of the seven individuals below with term limits of 3 years. The Town Board appoints **Maria May as Chairperson of the Parks & Recreation Advisory Board** along with the following individuals through the term expiration dates indicated or until a successor is appointed:

Maria May	Term: 12/31/2026
TBD	Term: 12/31/2025
Kendra Saari-Poznanski	Term: 12/31/2025
John Sandak	Term: 12/31/2026
Donald Ibrekic	Term: 12/31/2026
Gonul Kamfoi	Term: 12/31/2027
Dina Comolli	Term: 12/31/2027

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Professional Services

That **Jacobowitz and Gubits, LLP** is appointed as **Attorneys for the Town** and that payment for services be pursuant to the professional services agreement for 2025 which is to be on file with the Town Clerk.

That **Lanc & Tully** is appointed as **Engineer** for the Town of Tuxedo and that payment for services be pursuant to the professional services agreement dated May 30, 2024 which is to be on file with the Town Clerk.

That **Michael Richardson** is appointed as **Municipal Consultant** for **Workforce Planning** and **Labor Relations** and that payment for services be pursuant to the professional services agreement for 2021 which is to be on file with the Town Clerk.

That the Board authorizes Supervisor McMillen to enter into agreement with **Cooper Arias, LLP** for Town Financial Consultant Services budgeted under the Supervisor's Professional Services Account (A.1220.425) to review financial reports on a monthly basis, and assist in accounting and financial matters which arise during fiscal year 2025. The monthly services are billed at \$2,000 per month as listed in the letter from Cooper Arias, LLP dated January 22, 2025.

Additionally, Cooper Arias, LLP is appointed to prepare the Annual Update Document (AUD) and that payment for services be pursuant to the three-year professional services agreement for audit years 2024-2026 which is to be on file with the Town Clerk. The fee for the Audit services will be \$23,000 for the year ending December 31, 2024. The Town Board has already approved this agreement as per the engagement letter dated January 9, 2025. The Audit Services are budgeted in Acct (A.1320.401.0000)

Naughton & Torre, LLP is appointed as **Legal Counsel** to the **Planning Board** and that payment for services be pursuant to the professional services agreement for 2025 which is to be on file with the Town Clerk.

Naughton & Torre is appointed as **Legal Counsel** to the **Zoning Board of Appeals** and that payment for services be pursuant to the professional services agreement for 2025 which is to be on file with the Town Clerk.

Nelson, Pope, Voorhis is appointed as **Town Planner** and that payment for services be pursuant to the professional services agreement for 2025 which is to be on file with the Town Clerk.

The position of **Town Historian** is **TBD**.

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At a Town Board meeting, awarded July 27, 2020 to Interstate Waste Services, Inc., not to exceed \$363,877.20 for the year commencing September 1, 2020, and ending August 31, 2021. After four additional one-year terms, as outlined in the current contract, this contract is due to expire on August 31, 2025. Additional details of a new contract to be negotiated at a later date.

At a Town Board meeting, awarded December 11, 2024 to Rockland Paramedic Services, Inc., not to exceed \$827,779.00 for the year commencing January 1, 2025, and ending December 31, 2025.

At a Town Board meeting, awarded August 24th, 2020 to Cleaning Services of the Hudson Valley, Inc., not to exceed \$24,300.00 for the year 2020-2021, and with three extension options with the last year expiring on August 31, 2025 in the amount of \$30,000.00 for the service year 2024-2025. Additional details of a new contract to be negotiated at a later date.

Town Meetings and Notices

Supervisor Dave McMillen offered the following reorganization meeting resolutions and moved their adoption.

That the Regular Bi-Monthly **Town Board Meetings** be held on the second and fourth Wednesdays of each month at 7:00 p.m. at the Town Hall and, when circumstances deem it desirable, be held at other locations in other parts of the Town. Should a meeting date fall on an observed holiday, the meeting will be held on the Wednesday of that week.

The approved calendar of dates for 2025 Town Board Meetings is as follows:

January 8th and 22nd	May 14 th and 28th	September 10 th and 24th
February 12 th and 26th	June 11 th and 25th	October 8 th and 22nd
March 12 th and 26 th	July 9 th and 23rd	November 12 th
April 9 th and 23rd	August 13 th and 27th	December 10 th

That *Times Herald Record* be named the **official newspaper** of the Town of Tuxedo for the calendar year 2025.

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Human Resources

Supervisor Dave McMillen offered the following reorganization meeting resolutions and moved their adoption.

That the **standard workweek** for **Town Hall** is five days per week, Monday through Friday, during which a 35-hour employee is to work five seven-hour days (excluding meal periods), a 30-hour employee is to work five six-hour days (excluding meal periods), and an employee scheduled to work less than 30 hours per week is to disperse their work hours throughout the five-day workweek as assigned by the Department Head.

That the **standard workday** is as specified in the schedule of standard workdays, as updated and filed with the Town Clerk, for elected and appointed officials, and such days worked will be reported to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by those officials to the Town Clerk and/or official time cards completed and submitted to the Office of the Town Supervisor.

That the **holidays** listed below be observed on the day designated by the Town Board at its organizational meeting in January of each year.

- New Year's Day (Wednesday, January 1st)
- Martin Luther King Day (Monday, January 20th)
- Presidents' Day (Monday, February 17th)
- Memorial Day (Monday, May 26th)
- Juneteenth (Thursday, June 19th)
- Independence Day (Friday, July 4th)
- Labor Day (Monday, September 1st)
- Columbus / Indigenous Peoples Day (Monday, October 13th)
- Veterans' Day (Tuesday, November 11th)
- Thanksgiving Day (Thursday, November 27th)
- Day after Thanksgiving (Friday, November 28th)
- Christmas Day (Thursday, December 25th)

That Employees be paid on a bi-weekly basis. The **payroll period** begins Saturday at 12:00:01 a.m. and ends fourteen calendar days later on Friday at 11:59:59 p.m. An employee's paycheck is based on the amount earned during the preceding payroll period. Certain employees may be paid on a different schedule as established by the Town Board. Under normal circumstances, paychecks are issued on the Friday following the end of the payroll period. In the event the payday is a designated holiday, paychecks are distributed on the previous workday.

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That the **mileage reimbursement** for personal car usage for Town business is .70 cents per mile for 2025, to be adjusted as promulgated by the Internal Revenue Service.

Finance

Supervisor Dave McMillen offered the following reorganization meeting resolutions and moved their adoption.

That JP Morgan Chase is appointed as the **official depository** (checking and savings accounts) for the Town of Tuxedo for the calendar year 2025.

That the Town Supervisor and the Administrative Supervisor in the Office of the Town Supervisor are authorized to make **withdrawals** from the bank accounts at JP Morgan Chase and that the Town Clerk is authorized to make transfers for **BAN payments**, and that the Town Supervisor and the Administrative Supervisor in the Office of the Town Supervisor are authorized to **transfer funds** among the Town's accounts.

That the Town Supervisor and the Administrative Supervisor in the Office of the Town Supervisor are authorized to **make payment** for payroll, medical insurance, dental insurance, vision plans, retirement plans, Workers' Compensation, gas, electric, telephone, cellular telephone, cable service for internet access, water, postage, express mail, garbage contract and debt service **without prior audit** by the Town Board.

That all **Official Undertakings** and bonds by the officers, clerks or employees of the Town of Tuxedo may be in the form of a blanket undertaking from **National Union Fire Insurance Company**, a duly-authorized corporate surety, and said blanket undertaking shall indemnify the Town of Tuxedo against the loss of the type more particularly set forth in Article 2, Section 11 of the Public Officers Law and shall constitute a guarantee for elected and appointed officials, officers and employees of the Town of Tuxedo for the faithful performance of their duties and the prompt and proper account for paying over all money received by said employees in their official capacities.

That the **Town Investment Policy**, originally adopted on May 11, 1994, a copy of which is annexed hereto, is reaffirmed as the Town's official investment policy for the fiscal year 2025.

That the **Town Procurement Policy**, as updated by amendment adopted on March 1, 2011, a copy of which is annexed hereto, is reaffirmed as the Town's official procurement policy for the fiscal year 2025.

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That the **Town Credit Card Use Policy**, originally adopted on September 26, 2011, a copy of which is annexed hereto, is reaffirmed as the Town's official credit card use policy for the fiscal year 2025.

Town Fees

That the annual **parking permit** fee for municipal parking lot at the train station is as follows, plus applicable taxes.

	<u>Daily</u>	<u>3 month</u>	<u>6 month</u>	<u>12 month</u>
Resident	\$3.00	\$50.00	\$96.00	\$190.00
Non-resident	\$3.00	\$78.00	\$146.00	\$250.00

That the rental fees for residents for use of the **Train station** is \$400.00 per event, up to four hours. Each additional hour will be billed at \$100 per hour or part thereof.

That the rental fees for the following Town owned properties are as follows:

Murphy Field- \$300.00 for the first 4 hours plus \$50 each additional hour or part thereof

Tichy Field- \$300.00 for the first 4 hours plus \$50 each additional hour or part thereof

Quarry Field- \$300.00 for the first 4 hours plus \$50 each additional hour or part thereof

Powerhouse Park- \$300.00 for the first 4 hours plus \$50 each additional hour or part thereof

The adoption of the foregoing resolutions was seconded by Councilmember Murphy and duly put to a vote on roll call which resulted as follows:

Supervisor McMillen	Aye
Deputy Supervisor Murphy	Aye
Councilmember Dollbaum	Absent
Councilmember Kasker	Aye

The foregoing resolution was adopted on a vote of 3 ayes, 0 nays, 1 absent.

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Other Business

1. Resolution to Approve Purchase of Dedication Bench for Town Historian's Retirement

On a Motion made by Deputy Supervisor Murphy and seconded by Councilmember Kasker, the Town Board of the Town of Tuxedo approves the purchase of a dedication bench for a cost of up to \$550.00.

The foregoing resolution was adopted on a vote of 3 ayes, 0 nays, 1 absent.

Town Supervisor/Town Board Updates

- Councilmember Kasker thanked Ned Kugel for his time served on the Planning Board and voiced his support of Steve's Pizza.
- Deputy Supervisor Murphy said the Architectural Review Board guidelines for Hamlet need to be updated. The tentative date for Plein Air is May. She would like to show plans of Powerhouse Park and Riverwalk. The MTA completed 90% of plans to place light at East Village Road.

Department Updates

- Recreation Director Kathleen Rooney-Metcalf said the Christmas Tree Lighting Event was successful. She thanked Skip Briggs and the Eagle Valley Fire House, Clayton Chan and the talented musicians and singers from George F. Baker HS, Anne Castellanos and the teen volunteers. She extended her thanks to Chief Marsh and the Police Department for their assistance with parking and traffic control. She said the Annual Bonfire is this Saturday at Powerhouse Park. The Tuxedo PTO and Boy Scout Troop 2146 will serve food and hot drinks. The Office of the Aging is offering Bingocize classes at the Train Station from January 21st through March 27th. Adult Chair Yoga continues at the Train Station on Tuesdays at 1:45pm. There is a family music show by performer Mark Rust at the Train Station on Saturday, March 1st at 11am. Cousin's Maine Lobster food truck will be at the Train Station on Friday, March 7th from 12pm-8pm. An Adult Kickball League will start at the end of April. The Parks and Recreation Advisory Board continues to meet every month.

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- Highway Superintendent Rob Dollbaum said they are continuing with tree trimming on Bramertown Road. The school speed zone sign was installed on Route 17. His crew has plowed seven times already during the winter season
- Town Clerk Marisa Dollbaum gave a reminder that Town/County taxes are due by January 31st to avoid penalty.

Minutes

On a Motion made by Supervisor McMillen, seconded by deputy Supervisor Murphy, the Town Board of the Town of Tuxedo accept the Minutes of the Regular Bi-Monthly Town Board Meeting held on January 8, 2025.

The foregoing resolution was adopted on a vote of 3 ayes, 0 nays, 1 absent.

Vouchers

Below are the vouchers totaling \$5000 or greater:

2012924246	H2O Innovation and Operation	\$7,097.19	Contractual Maintenance
2012924269	Violet Associates	\$43,920.00	Refund of Performance Bond- Nursery Rd
2012924276	Orange & Rockland Utilities	\$6,567.56	Dec-24
2012924286	NYS Health Insurance	\$39,753.08	Jan 2025 PD Health
2012924287	Tuxedo Silver Dollars	\$5,175.00	2024 Holiday Party Reimbursement
2012924290	NYS Insurance Fund	\$5,561.86	Jan 2025 Workers Comp
2012924292	Tritech Software Systems	\$8,809.88	Annual Livescan

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

Claim numbers: 2012924243 through 2012924298

2 vouchers pending additional approval from department heads that are not included:

2012924221- \$8,000 (Edmunds GovTech- Building Software)

2012924066- \$1000 (Lynn Forte- Refund of Road Open Permit)

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General Fund:	\$87,502.25
Part-Town Fund:	\$52,514.54
Highway Town Wide:	\$15,158.75
Highway Part Town	\$692.50
Refuse and Garbage	\$0
Hamlet Sewer District	\$7,097.19
Trust and Agency	\$0
<u>Total Abstract Amount:</u>	\$162,965.23

The foregoing resolution was adopted on a vote of 3 ayes, 0 nays, 1 absent.

Public Comments

- Jerry Mottola thanked everyone that helped out with the decorations at the Train Station. He would like an electrical outlet to be installed at the bus station on Route 17 to use for holiday decorations.
- Evelyn David asked about an update on the Lake Cohasset dam since it was reported to be not in good condition. Supervisor McMillen said Tuxedo does not have jurisdiction over the dam, but he has been in touch with Senator Skoufis and Assemblyman Brabenec regarding the matter.
- Sue Scher mentioned three children's camps on Lake Cohasset and asked mentioned Supervisor McMillen to bring that up in his next discussions.
- Michele Lindsay said the work continues to get the Town and Village Climate Smart certified. Claudia Bakhtiary is working on a greenhouse emissions report and a pamphlet on the community solar program with Meadow Energy.

Executive Session

Motion made by Supervisor McMillen and seconded by Deputy Supervisor Murphy, the Town Board of the Town of Tuxedo entered into Executive session for the purpose of a personnel matter at 8:01pm.

The foregoing resolution was adopted on a vote of 3 ayes, 0 nays, 1 absent.

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On a Motion made by Supervisor McMillen and seconded by Deputy Supervisor Murphy, the Town Board of the Town of Tuxedo left the Executive session and re-enter the Public Meeting at 9:13pm.

The foregoing resolution was adopted on a vote of 3 ayes, 0 nays, 1 absent.

No action was taken.

Adjournment

On a Motion made by Supervisor McMillen and seconded by Councilmember Murphy, the Town Board of the Town of Tuxedo adjourned the meeting at 9:14pm.

The foregoing resolution was adopted on a vote of 3 ayes, 0 nays, 1 absent.

Respectfully submitted,

Marisa Dollbaum

Town Clerk
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