

Regular Town Board Meeting
Town of Tuxedo
1 Temple Dr., Tuxedo, NY 10987
And via Zoom
September 10, 2025

Supervisor McMillen called to order the Town Board Meeting of September 10, 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 Dollbaum	Councilmember
	Mr. Adam Eirand	Councilmember
Town Board Member Absent:	Mr. Chris Kasker	Councilmember

Recording Secretary: Marisa Dollbaum Town Clerk

Presentation

Christie Ross from Tin Can Confections presented her business proposal to rent the Train Station.

Public Comment(s) on Agenda Items

- Resident Jerry Mottola asked for clarification about Agenda Item #8. Chief Marsh explained that the NYSDOT requires a form to be signed to be able to install cameras on Route 17.

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Agenda Item #1 - Resolution to Accept Part-Time Dispatcher Resignation

On a motion made by Supervisor McMillen and seconded by Councilmember Dollbaum, the Town Board of the Town of Tuxedo accepts the resignation of Part-Time Dispatcher Lydia Merrigan, effective September 10, 2025.

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

Agenda Item #2 Resolution to Appoint Part-Time Dispatcher

On a motion made by Supervisor McMillen and seconded by Councilmember Eirand the Town Board of the Town of Tuxedo appoints John Ruel as Part-Time Dispatcher (Civil Service Job Title #1240) for up to 17.5 hours/week at \$20.00/hour, pending Civil Service pre-approval.

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

Agenda Item #3 - Resolution to Accept Part-Time Police Officer Resignation

On a motion made by Supervisor McMillen and seconded by Councilmember Eirand the Town Board of the Town of Tuxedo accepts the resignation of Part-Time Police Officer, Kyle Conklin, effective September 19, 2025.

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

Agenda Item #4 - Resolution to Appoint Part-Time Seasonal Laborer

On a motion made by Supervisor McMillen and seconded by Councilmember Dollbaum the Town Board of the Town of Tuxedo appoints Justin Membreno to the position of Part-Time Seasonal Laborer in the Highway Department (Civil Service Job Title #1365) at \$20.60/hr. up to 40 hours a week.

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

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Agenda Item #5 - Resolution to Hire Beckman Appraisals, Inc. for Appraisal of 14 Store Rd.

On a Motion made by Supervisor McMillen and seconded by Councilmember Eirand the Town Board of the Town of Tuxedo approves the services of Beckman Appraisals, Inc. to appraise the parcels listed below:

This letter will serve as our proposal and, provided it is accepted by you within thirty days of this date, our letter of agreement to appraise the real property noted above for the purpose of determining the fee simple fair market value. The purpose of the appraisal is to estimate value for potential purchase by the Town of Tuxedo and for no other use or purpose. It is our understanding the subject properties include the following:

- 1) Parcel ID#211-5-2 is improved with an approximately 3,172 square foot small retail building on approximately 0.2577 acre of land, and
- 2) Parcel ID#211-5-3.1 is an approximately 76 x 99 square foot adjacent parking lot.

Both parcels are located in the Village and Town of Tuxedo, Orange County, New York.

Our analyses will be prepared in conformity with the Code of Professional Ethics, the Standards of Professional Appraisal Practice, and the Supplemental Standards of Professional Appraisal Practice of the Appraisal Institute as well as the Uniform Standards of the Professional Appraisal Foundation. Our analysis also may be subject to any special assumptions and limiting conditions which may become apparent during the course of the assignment.

You and/or the client shall be required to cooperate with us and promptly provide to us, on request, all information and data reasonably required by us to prepare our evaluation, including but not limited to access to inspect the property.

Our fee for the professional services in preparation of our analysis described above for a Restricted Appraisal is \$10,000, \$5,000 to be paid as a non-refundable retainer and the balance of \$5,000 to be paid upon completion of the reports.

If these arrangements are satisfactory, you may authorize the assignment by signing this letter as accepted and returning it, along with a check for \$5,000, after which our professional services shall commence.

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

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Agenda Item #6 - Resolution to Approve Purchase of Turf and Materials for Putting Green at Quarry Field

On a Motion made by Supervisor McMillen and seconded by Deputy Supervisor Murphy the Town Board of the Town of Tuxedo approves the purchase of materials to install a putting green at Quarry Field for a cost of up to \$10,000.

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

Agenda Item #7 - Resolution to Approve Millennium Strategy Grant Writing Services

On a Motion made by Supervisor McMillen and seconded by Councilmember Eirand the Town Board of the Town of Tuxedo authorizes the grant writing services by Millennium Strategies to apply for the following grants:

<i>Grant Applications</i>	<i>Fee Schedule</i>
NYS Regional Economic Development Council – NY Forward Grant Program	\$6,000.00 flat fee
T-Mobile Foundation – Home Town Grant Program	\$1,500.00 flat fee

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

Agenda Item #8 - Resolution to Authorize Supervisor to Execute the NYSDOT PERM 1 Agreement

WHEREAS, the New York State Department of Transportation (NYSDOT) requires a municipality to enter into a PERM 1 — "Municipality Undertaking" — agreement in order to obtain permits for the performance of work affecting state highway right-of-way; and

WHEREAS, such permits may be necessary from time to time for the Town of [Your Town Name] to perform maintenance, utility installation, roadwork, or other related municipal work within state highway rights-of-way; and

WHEREAS, NYSDOT requires that the municipality designate an authorized official to execute the PERM 1 agreement on its behalf;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of [Your Town Name] hereby authorizes the Town Supervisor to execute and submit the PERM 1 agreement and any related documentation required by NYSDOT for the issuance of highway work permits; and

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BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to take any and all necessary actions to carry out the intent of this resolution.

On a Motion made by Supervisor McMillen and seconded by Councilmember Dollbaum, the foregoing resolution was adopted on a vote of 4 ayes and 0 nays.

Agenda Item #9 - Ratification of Approval of Opinion Letter to OCM Concerning Proposed Retail Dispensary

On a Motion made by Supervisor McMillen and seconded by Councilmember Eirand, the Town Board of the Town of Tuxedo approves to ratify the opinion letter to OCM concerning Uncle Joe's Joint Venture proposed retail dispensary.

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

Agenda Item #10 - Approval of Opinion Letter to OCM Concerning Proposed Retail Dispensary

On a Motion made by Supervisor McMillen and seconded by Deputy Supervisor Murphy, the Town Board of the Town of Tuxedo approves the opinion letter to the Office of Cannabis Management concerning BWell Holdings and why proposed retail dispensary.

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

Other Business

- **Springbrook Upgrade for Financial Software**

On a Motion made by Councilmember Dollbaum and seconded by Councilmember Eirand the Town Board of the Town of Tuxedo approves the purchase of Springbrook Software as listed in the proposal dated 8/19/2025 and authorizes the Town Supervisor to execute the agreement.

*The contract says we can use a prorated portion of the total we paid for KVS for the year to be applied to the subscription fee (\$5,805.66) and that Professional Service Fees for implementation will not exceed \$10,000.00 in 2025.

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Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Finance Suite Subscription	USD 15,600.00	1	25.000	USD 11,700.00
Annual Product Pricing Total:				USD 11,700.00

Estimated Professional Services						
PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
SaaS Migration Professional Services	SaaS Migration Professional Services	USD 250.00	USD 175.00	200	30.000	USD 35,000.00
Estimated Professional Services Total:						USD 35,000.00

Grand Total: USD 46,700.00
 * excludes applicable sales tax

- **Edmunds Data Conversion for Building Department**

On a Motion made by Councilmember Dollbaum and seconded by Councilmember Eirand, the Town Board of the Town of Tuxedo approves the purchase of the Data Conversion software from Edmunds as listed in the proposal dated 9/10/2025 and authorizes the Town Supervisor to execute the agreement for a cost of \$3,000.00.

Conversion Services	Amount
Permitting - Standard Conversion	\$3,000.00
<ul style="list-style-type: none"> - Contractor and Customer Master Information - Parcel Master Information including property locations, owner names, and mailing addresses - Building Permit activity including permit types, project descriptions, associated fees, inspections, notes for up to 10 years based on issue date - Does not include billing or payment history (invoices). 	
One-Time Fees:	\$3,000.00

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

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Minutes

On a Motion made by Supervisor McMillen and seconded by Councilmember Eirand, the Town Board of the Town of Tuxedo accepts the Minutes of the Regular Bi-Monthly Town Board Meeting held on August 27, 2025.

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

Vouchers

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

Claim numbers: 201292525 thru 2012925309.

General Fund:	\$150,156.84
Part-Town Fund:	\$62,263.65
Highway Town Wide:	\$10,179.97
Highway Part Town	\$25,427.21
Refuse and Garbage	\$0
Hamlet Sewer District	\$904.00
Total Abstract Amount:	\$ 248,931.67

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

Public Comments

- Resident Russ Shaver complained about the noise stemming from the Watchtower Project on Sterling Mine Road.
- Resident John Sandak asked about if there was an estimated time frame for the completion of the gas station on Route 17. Councilmember Eirand responded that the owner of the project will not commit to an exact date of when it will be completed.
- Resident Jerry Mottola commented that the owner of the gas station stated the project would be complete by the end of this year at a recent Planning Board meeting.

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Executive Session

On a Motion made by Supervisor McMillen and seconded by Councilmember Eirand, the Town Board of the Town of Tuxedo enters into an Executive Session for purpose of a personnel matter at 8:10pm.

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

On a Motion made by Supervisor McMillen and seconded by Councilmember Eirand, the Town Board of the Town of Tuxedo left the Executive Session and re-entered the public meeting at 9:18pm.

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

No action was taken.

Budget Workshop

On a Motion made by Supervisor McMillen and seconded by Councilmember Eirand, the Town Board of the Town of Tuxedo, the Town Board of the Town of Tuxedo schedules a Budget Workshop on Wednesday, September 17, 2025 at 7:00pm.

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

Adjournment

On a Motion made by Supervisor McMillen and seconded by Deputy Supervisor Murphy, the Town Board of the Town of Tuxedo adjourns the meeting at 9:19 pm.

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

Respectfully submitted,
Marisa Dollbaum

Town Clerk
Town of Tuxedo