

TOWN OF PLATTEKILL
REGULAR TOWN BOARD MEETING

January 18, 2017

Time: 7:00 PM

SALUTE TO FLAG

Supervisor Croce opened the meeting with a salute to the American Flag.

ROLL CALL

The following Town Board Members were present:

- Supervisor Croce
- Councilman Farrelly
- Councilman Putnam
- Councilman DePew

Councilwoman Delgado was absent.

MINUTES

* Supervisor Croce made a motion to dispense with the reading of the minutes from the December 21st, 2016 Regular Town Board Meeting and the December 29, 2016 Special Settlement Meeting.

Councilman Farrelly seconded.

On the vote: all ayes.

* Supervisor Croce made a motion to accept the minutes from the December 21st, 2016 Regular Town Board Meeting.

Councilman Putnam seconded.

On the vote: all ayes.

* Supervisor Croce made a motion to accept the minutes from the December 29, 2016 Special Town Board Meeting.

Councilman Putnam seconded.

On the vote: all ayes.

ADDITION

Supervisor Croce stated that he had one addition for the evening's agenda; setting the date for the Plattekill Day Event.

1. Date for Plattekill Day Event – 2017:

Supervisor Croce read a memo from the Highway Department Secretary, who is the chairperson for the Plattekill Day Event, that stated that Plattekill Day will be on September 16, 2017 with a rain date of September 17, 2017.

Councilman DePew stated that he would also like to have a short discussion on the last Library Meeting that Councilwoman Delgado and he attended on the sale of the property.

2.Sale of Library Building Property:

Councilman DePew stated that Councilwoman Delgado and he attended the last Library meeting and he wanted to let the Town Board know that he has requested a copy of the appraisal that they had done on the building. He stated that he is hopeful he will receive it, but at this time he is still waiting.

Supervisor Croce stated that he also has not received a copy or any information on the appraisal that was done. He stated that he was also told that they would be receiving funds for setting up an escrow account with the Town and he has not received any funds as yet.

Councilman DePew stated that he thought they were having a good dialogue with the Library Trustees and he felt they had agreed to share the expense with the Town. But it seems that they have gone on by themselves and have had the appraisal done on their own.

Supervisor Croce stated that he was aware that the Town Board was going to share the cost for the appraisal. He stated that he thought they were trying to agree on what company to use.

Councilman Farrelly asked if the appraisal could be requested by a Freedom of Information Request?

Councilman DePew stated that he has asked for a copy, but he is not sure what their attorney may have told them about releasing information at this time. He stated that for now, we will give them a little more time and see if we receive it.

PUBLIC INPUT

Mrs. Esther Coppola asked, so we can assume that there has been no communication about the appraisal on the Library property?

Councilman DePew stated that he had requested the appraisal, last Thursday, and has not heard from them as yet.

There were no further comments or questions from the public.

* Supervisor Croce made a motion to close the Public Input section of the meeting at 7:13 PM.

Councilman Farrelly seconded.

On the vote: all ayes.

REPORTS:

SECTION 1 – POLICE DEPARTMENT REPORT – DECEMBER 2016

Supervisor Croce read the Police Department Monthly Report for December 2016. He read that there were 249 documented calls for service and 108 Traffic Tickets issued. There were 27 motor vehicle accidents handled by the Police Dept. with 5 persons reporting injuries.

Supervisor Croce read the Arrest Summary stating that there were 3 Violation Arrests, 1 A-Misdemeanor Arrest, 9 Unclassified Misdemeanor Arrests and 2 Mental Hygiene Arrests. The Detective Report listed that there were follow-up cases worked for Burglary, Fraud and Larceny charges. There was also one assist to wires down on State Rt. 32.

Supervisor Croce read that the Department wanted to thank the Ulster County STOP DWI for supplying them with 7 new tint-meters to be issued to Patrols. These meters will assist in the issuance of traffic tickets for window tinting exceeding the NY State legal limit.

Supervisor Croce stated that the Department has now purchased two Taser Pulse Taser Units and officers will receive training and certification in the near future so that these units can be placed in service.

Supervisor Croce finished reading the report stating that all the Police vehicles were in good to fair condition.

Supervisor Croce explained that during an insurance company -risk management review, it was suggested that the Department look into using Tasers.

SECTION 2 – BUILDING DEPARTMENT MONTHLY REPORT – DECEMBER 2016

Councilman Farrelly read the Building Dept. Monthly Report for December 2016. He read that there were 22 Permits issued, 8 Violations issued, 1 Violation closed, 80 inspections done (including complaints, building, violations, fire safety and C of O's & C of C's), 7 Complaints taken, 2 Complaints closed, 15 Municipal Searches done and 18 C of C's & C of O's issued. These numbers do not include returning phone calls and residents coming in for assistance with codes, building permits and zoning & subdivision issues.

SECTION 3 – ASSESSOR MONTHLY REPORT – DECEMBER 2016

Supervisor Croce stated that the Assessor's report showed that there was no activity or homes sold in the Town for the month of December 2016.

SECTION 4 – DOG CONTROL MONTHLY REPORT – NOVEMBER & DECEMBER 2016

Supervisor Croce stated that he had spoken with Mr. McKee, the Dog Control Officer, and suggested to him that he read the minutes from the last Town Board Meeting. He stated that he also let him know that it is part of his job to get these reports to the Town Board in a timely manner for the second meeting of each month.

Councilman DePew read the November 2016 Monthly Report for the Dog Control Officer. He read that there were a total of 9 calls including 7 calls to service from the Plattekill PD, State Police or Ulster County Sherriff. He responded to 2 active complaints which are now resolved or closed, there are currently no open cases, no impounded or stray dogs, 1 appearance ticket was issued and there are no dogs currently in the kennel. He finished reading that there is a possible dangerous dog case under investigation. He is reporting mileage at 88.2 miles for the month of November.

Councilman DePew then read the December 2016 Monthly Report for the Dog Control Officer. He read that there were 11 calls to service with 3 calls coming from the Plattekill PD, the State Police or the Ulster County Sherriff. He read that there were 2 active complaints that were either closed or resolved, 1 open case that has been addressed but still ongoing or un-resolved, 1 stray dog that was redeemed to its owner and 1 appearance ticket issued. He read that there was currently 1 dog in the kennel, no dog bites were reported and there are no dangerous dog cases. His total mileage for December was 111.4 miles.

SECTION 5 – RECREATION DEPARTMENT MONTHLY REPORT

Supervisor Croce read the Recreation Department Monthly Report. He read that there will be a Spring T-Ball Program in April to May. The cost will be \$15.00 per child for a 5 week session. They will use the field behind the Library and the start date will be announced soon.

Supervisor Croce continued to read that the Summer Camp Registration will begin on Monday, April 3, 2017 and will close after 100 campers are signed up or by Friday, June 23rd. Camp will start on

Monday, June 26th and end on Friday, July 28th, which is 5 weeks. He read that Ms. Doland would like to discuss the collection of the Field Trip money. She would like to collect it in full, the first week of camp and the average expense is between \$15.00 and \$20.00 per week.

Supervisor Croce continued to read that the Plattekill Seniors had voted for one event this year to be held in a hall, catered with entertainment. More details will follow soon. The report continued to say that the new bingo set that the Town Board and Town Clerk purchased, for the Seniors, was a "big hit" when delivered to them.

Supervisor Croce finished reading the report by stating that the Easter Egg Hunt has been tentatively set for 11:00 AM on the Saturday before Easter, April 15th, with a rain date of April 22nd, the Saturday after Easter.

Supervisor Croce stated that he wanted to let everyone know that when Ms. Doland and he attended a Senior Meeting, they presented the club with the bingo set and the easy to read bingo cards. They were very appreciative of the purchase and all was well. Then the following week, Mrs. Coppola stopped in at the Town Hall with the bingo set saying that the Seniors had had a change of heart and did not like it and wanted it sent back. He stated that the Town Board and Town Clerk purchased these items that they wanted, and now they are not happy with them. He stated that he did not want to send it back and is planning on attending another meeting to speak with the Seniors again.

Supervisor Croce stated that Ms. Doland was present this evening because she would like to discuss the option of having the parents pay for the summer camp trips all at once so that she is not collecting checks every week and trying to keep track of who has paid and who hasn't.

There was discussion on how she had been collecting the trip fees and what happens if a child cannot afford to pay for a trip.

Ms. Doland explained that she has been collecting the trip money each week, but some parents do not pay until that day of the trip. This is very confusing and hard to keep track of. She would like to see the fee paid at the beginning of camp so that there is no question as to who has paid. She stated that she would give a list of trips with the total cost to parents when they register so they will know the amount that will be due the first week of camp. She stated that if a child does not pay for the trip, then they have to stay home as there are no counselors who stay behind to watch them.

Ms. Doland stated that she has spoken to other area Towns and everyone runs their camp differently. One Town collects cash and uses it that day, so it does not run through the bookkeeper of the Town at all.

The Town Board did not want to accept cash as it should be tracked through the bookkeeping system. They discussed adding the cost to the camp registration fee, which could be an option.

Ms. Doland stated that she thought for this year it would be better to let people register and pay the usual registration fee and then she did not mind collecting the total trip money during the first week of camp. There may be some parents who will opt out of sending their child to the trips. She suggested she could speak with the parents this year to see if they would be able to pay the registration fee and trip fee all together, maybe for next year.

The Town Board agreed to Ms. Doland's suggestion to have the trip fees paid during the first week of camp.

SECTION 6 – COMPUTER SECURITY

Supervisor Croce stated that we had been notified by our previous IT Company that our subscription to Webroot, a cloud monitoring anti-virus service, was expiring in February 2017. We discussed this with our current IT Company, Alpha-Tech Enterprises, and they have suggested staying with a Webroot System, but one that is pro-active instead of re-active. He stated that the Town Board had some questions about this new system, so he asked our technicians from Alpha-Tech to come tonight to give us some answers.

Mr. Daniel Brooks explained that when they started maintaining the Town's computer system they found several viruses on our system, but did not find an e-mail set up to alert anyone that they were there. What this amounted to was that the Town was paying the annual fee for the program, but no one was monitoring or watching it.

Mr. Brooks stated that he would suggest staying with the same type of anti-virus program; however it should be a pro-active one that would alert them at the first sign of a virus so that they can take care of it before any damage can be done. The way it is right now, the virus could be there for weeks and we would not know.

Supervisor Croce explained that he felt it was best to make the system as secure as possible. He stated that cost is a consideration, but it is money well spent if it keeps our information secure. He stated that Alpha-Tech has worked with us and has helped us with many issues in a very timely manner, not like our previous IT people. When we have a problem they are right there to help us. He stated that he has confidence in what they are proposing.

There was discussion about having an administrator within the Town Hall and Supervisor Croce stated that he was suggesting his clerk, Tiffany Galligan. She is much better at explaining what is going on if we have an issue with someone's computer.

The Town Board discussed the cost of the new program figuring that there were 12 computer stations in the Town Hall and 4 more in the Highway Dept., plus the two servers. This monitoring program would cost \$5.00 per computer station/server.

There was some discussion that the Building Dept. has two lap-tops, but they did not think that they should be counted as they download on to the computer in the Building Dept. or the cloud.

Supervisor Croce asked if they would be signing up for an extended period of time?

Mr. Brooks stated that it would be month to month and the Town Hall would receive a monthly statement.

Supervisor Croce stated that this new system will cost more, but this will assure us our information will be secure.

* Supervisor Croce made a motion to subscribe with Alpha-Tech for Webroot Protection at the rate of \$5.00 per month, per computer, with no contract.

Councilman Putnam seconded.

On the vote: all ayes.

Supervisor Croce thanked Mr. Daniel Brooks and Mr. Brian Brooks for coming in this evening.

SECTION 7 – CORRECTIONS ON RE-ORGANIZATION MINUTES

Supervisor Croce explained that when they were reading the salaries for the employees of the Town during the Re-Organization Meeting, it was noted that some of the salaries may not have been up-dated

properly. He stated that after the meeting, he reviewed all the salaries and found that one had two numbers that were transposed and two other salaries were incorrect as the percentage based on 2016 salaries were not updated as the Union Contract settlement took place after the budget was completed.

Supervisor Croce stated that he just wanted to verify the following salaries; the Bookkeeper salary is \$36,543.00, the Assessor salary is \$20.81 per hour paid bi-weekly, the Assessor Aide/Building Dept. Clerk correct salary is \$18.82 per hour paid bi-weekly and the Lifeguard/Water safety salary is \$10.25 per hour paid bi-weekly. He also read that the Recreation Dept. Monthly Report has been added to the minutes.

SECTION 8 – RBT ARRANGEMENT LETTER

Supervisor Croce explained that the Town Board has been using the accounting firm of Sedore & O’Sullivan for many years and they have changed their name to RBT Limited Liability Partnership – Certified Public Accountants. He stated that the Town has received an arrangement letter from them stating their fees and services that they will be supplying to the Town.

Supervisor Croce read the arrangement letter explaining how they would work with the bookkeeper and help with finalizing our Annual Financial Document that is filed with the State Comptroller. The fees would be for a Partner, Linda Hannigan, CPA \$200.00 per hour and for a Staff member, Denise Williamson, CPA \$145.00 per hour.

Supervisor Croce stated that most of the time we use Denise Williamson for our services.

* Councilman Putnam made a motion that we authorize the Supervisor to sign the Response Form that is attached to the Arrangement Letter confirming the Town’s agreement with the Arrangement Letter as attached to these minutes.

Councilman Farrelly seconded.

On the vote: all ayes.

SECTION 9 – VOUCHERS

* Councilman DePew made a motion to pay the Voucher Detail Report dated 1/18/2017, which includes: the General Fund amount of \$20,989.95, the Highway Fund amount of \$7,346.10, the Trust & Agency amount of \$2,987.50 for a total amount of \$31,323.55 recognizing that the Audit Committee has reviewed the claims and found them acceptable for payment.

Councilman Putnam seconded.

On the vote: all ayes.

SECTION 10 – ADJOURNMENT

* Supervisor Croce made a motion to adjourn the meeting at 8:04 PM.

Councilman DePew seconded.

On the vote: all ayes.