

TOWN OF WASHINGTON TOWN BOARD

January 12, 2023

AGENDA

Regular Town Board Meeting

Supervisor Gary Ciferri:

- Pledge of Allegiance

Highway Superintendent Joseph Spagnola:

- Present 284 Agreement Form: Agreement for the Expenditure of Highway Moneys
- Monthly Report

Supervisor Ciferri:

- **Public Hearings**

1. Open the Public Hearing on the **Proposed Escrow Fees** for Applications Before the Planning Board, ZBA, Building Department or Town Board to hear any and all comments on proposed increase

- Initial Escrow deposit \$1,500.00
- \$2,000 for projects under \$10,000.00 in development costs
- \$5,000.00 for projects with \$10,001.00 - \$50,000.00 in development costs
- \$10,000.00 for projects over \$50,001.00 in development costs

2. Open the Public Hearing on the **Hospitality Addendum to the Comprehensive Plan**

- **Before the Addendum may be adopted a SEQR Document Must be Prepared and Circulated.**

REORGANIZATIONAL MEETING:

- **Appoint the following employees to their respective positions:**
 - **Danielle Szalewicz:** Recreation Director
 - **James Finley:** Building Inspector 1 and Zoning Administrator
 - **James Brownell :** Constable
 - **Anthony DeBonis:** Dog Control Officer
 - **Kathleen Moro:** Clerk of the Assessor
 - **Michael Olivette:** Data Collector

- **Natalie Thorpe:** Clerk

Appoint the following volunteers to their respective positions:

Susan Meaney: Planning Board member and Planning Board Chair.

Term expires 12/31/29

Katie Briggs: Zoning Board of Appeals term expires 12/31/2027

David Greenwood: Town Historian term expires 12/31/2023

Margaret Schneible: Member and Chair Conservation Advisory Commission 12/31/2024

Shannon LaDue: Member Conservation Advisory Commission 12/31/2024

Pamela Scott: Member Conservation Advisory Commission 12/31/2024

Elizabeth Mandy: Member Conservation Advisory Commission 12/31/2024

Lisa Conger: Member Conservation Advisory Commission 12/31/2024

Brian Kelly: Recreation Commission Member 12/31/2027

- **Appoints the Town Council members as liaisons to the following:**

Councilman Audia: Buildings and Grounds, Short Term Rental Legislation Committee

Councilwoman Heaney: Planning Board, Conservation Advisory Commission, Joint NRI Committee

Councilman Murphy: Short Term Rental Legislation Committee Chair, Board of Ethics and Recreation Commission

Councilman Rochfort: Comprehensive Plan, Zoning Board of Appeals and Killlearn Road Review

- **Establish the regular meeting of the Town Council to be held on the second Thursday of the month beginning at 6:00 PM.**

TOWN BOARD MEETING DATES	Administratively Complete Submissions to Town Board including special proclamations	Requests to Appear Before the Town Board
January 12, 2023	December 29, 2022	January 5, 2023
February 9, 2023	January 26, 2023	February 2, 2023
March 9, 2023	February 28, 2023	March 2, 2023
April 13, 2023	March 30, 2023	April 6, 2023
May 11, 2023	April 27, 2023	May 4, 2023
June 8, 2023	May 25, 2023	June 1, 2023
July 13, 2023	June 29, 2023	July 6, 2023

August 10, 2023	July 27, 2023	August 3, 2023
September 14, 2023	August 31, 2023	September 7, 2023
October 12, 2023	September 28, 2023	October 5, 2023
November 9, 2023	October 26, 2023	November 2, 2023
December 14, 2023	November 30, 2023	December 7, 2023

- **Establish the regular meetings of the Town Planning Board to be held on the first Tuesday of the month beginning at 6:00 PM.**

PLANNING BOARD

2023 MEETING DATES AND SUBMISSION DEADLINES

PLANNING BOARD MEETING DATES	Administratively Complete <i>*At NOON, 2 Weeks Before Meeting*</i>	Additional Submission for Ongoing Applications <i>*At NOON, 2 Weeks Before Meeting*</i>
January 3, 2023	December 20, 2022	December 20, 2022
February 7, 2023	January 24, 2023	January 24, 2023
March 7, 2023	February 21, 2023	February 21, 2023
April 4, 2023	March 21, 2023	March 21, 2023
May 2, 2023	April 18, 2023	April 18, 2023
June 6, 2023	May 23, 2023	May 23, 2023
July 11, 2023	June 26, 2023	Jun 26, 2023
August 1, 2023	July 18, 2023	July 18, 2023
September 5, 2023	August 22, 2023	August 22, 2023
October 3, 2023	September 19, 2023	September 19, 2023
November 7, 2023	October 24, 2023	October 4, 2023
December 5, 2023	November 21, 2023	November 21, 2023

All required materials, applications and fees must be received by the noon deadline, two weeks prior to the meeting.

For supporting documentation for an ongoing application, the materials must be provided two weeks prior to the meeting date or review of the application will be delayed to the following month.

Email address for Planning Board Clerk: PlanningBoard@Washingtonny.org

- Establish the regular meetings of the Town Planning Board to be held on the third Tuesday of the month beginning at 7:30 PM

ZONING BOARD OF APPEALS

2023 Meeting Dates and Submission Deadlines

ZBA Meeting Dates	2023 Submission Dates <i>*At NOON, 3 Weeks Before Meeting*</i>	Additional Submission for Ongoing Applications <i>*At NOON, 3 Weeks Before Meeting*</i>
January 17, 2023	December 27, 2022	December 27, 2023
February 21, 2023	January 31, 2023	January 31, 2023
March 21, 2023	February 28, 2023	February 28, 2023
April 18, 2023	March 28, 2023	March 28, 2023
May 16, 2023	April 25, 2023	April 25, 2023
June 20, 2023	May 30, 2023	May 30, 2023
July 18, 2023	June 27, 2023	June 27, 2023
August 15, 2023	July 25, 2023	July 27, 2023
September 19, 2023	August 29, 2023	August 29, 2023
October 17, 2023	September 26, 2023	September 26, 2023
November 21, 2023	October 31, 2023	October 31, 2023
December 19, 2023	November 28, 2023	November 28, 2023

All required materials, applications and fees must be received by the noon deadline, three weeks prior to the meeting

For supporting documentation, for an ongoing application, the materials must be provided three weeks prior to the meeting date or review of the application will be delayed to the following month

Email address for Zoning Board of Appeals: zba@washingtontny.org

- **Appoint the law firm of Van de Water and Van de Water as Attorneys for the town.**
- **Authorize the Supervisor to invest town funds in time or authorized investments as approved by the Town Board.**
- **Establish the official rate of mileage, as the IRS rate of mileage of sixty - five . five cents (00.65.5) per mile, for reimbursement to employees and elected officials while on official Town business.**
- **Appoint the Poughkeepsie Journal and/or Millerton News as the official newspapers of the Town.** Legal notices will be published dependent upon publication needs.
- **Approve the procurement of a blanket undertaking** from a duly authorized corporate surety covering the officers, clerks and employees of the town. Any such blanket undertaking entered into must indemnify against losses caused by the failure of the officers or employees to faithfully perform their duties or by their fraudulent or dishonest acts.
- **Approve the compensation of all the employees within the limits of the appropriated funds as established in the 2023 Town Budget.** All non-salaried, full-time employees are to receive time and a half for hours worked over forty (40) hours per week when approved in advance by their direct Supervisor.
- **Establish the rates of compensation for all officials and employees as indicated in the 2023 budget without a previous audit from the Town Board.**

**2023 Town of Washington
Schedule of Salaries
Elected/Appointed Officials**

OFFICER	POSITION	2023 Per Hour	2023 Annual
A FUND			
Joe Rochfort	Councilmen		\$5,068.07
Mike Murphy	Councilmen		\$5,068.07
Robert Audia	Councilmen		\$5,068.07
Leslie Heaney	Councilwomen		\$5,068.07
Elizabeth Shequine	Justice		\$17,944.22
Jeff Feigelson	Justice		\$17,944.22
Kristin DiFiore (budgeted at 38 hrs. pr week)	Court Clerk		\$53,352.00
Gary E. Ciferri	Supervisor		\$20,271.18
Lois Petrone	Bookkeeper		\$54,026.45
Lisa Evangelista	Assessor		\$52,844.28
Assessor's Clerk (15 hrs pr week)		\$20.00	\$15,600.00
Assessor's Aide (15 Hrs pr week)	Assessor's Aide	\$20.00	\$15,600.00
Mary Alex	Town clerk		\$69,648.17
Christine Briggs	Deputy Town Clerk		\$43,709.08
Clerk - PT Help	Clerk - PT	\$16.00	\$16,640.00
Earl Smith (14.55 capped at \$5672.23)	Cleaner	\$14.55	\$5,672.53
Anthony DeBonis	Dog Control Officer		\$12,163.14
Joseph Spagnola	Highway Super		\$69,648.17
Kathleen Velletri (15hrs per week)	Highway Super	\$20.00	\$15,600.00
Rec Director	Recreation Director		\$56,000.00
Rec Assistant	Recreation Assistant		\$15,000.00
Pool Groundskeepers (2 PT)	Groundskeeper		\$25,000.00
Joseph Magnarella	Solid Waste Attendant	\$21.32	\$26,606.81
John Hay	Solid Waste Attendant		\$21.32
TOTAL A FUND			\$623,563.84
B FUND			
James Brownell	Constable	\$24.68	\$30,789.58
	PT constable		\$2,834.43
James Finley (35 hrs per week)	Building Inspector /ZBA		\$54,363.40
TOTAL B FUND			\$87,987.40

HIGHWAY DEPARTMENT			
Charles Erts	Auto Mechanic	\$32.46	\$67,524.16
Jason Murphy	MEO	\$24.93	\$51,862.75
Joseph Erts	MEO	\$26.78	\$55,708.10
Kevin Granger	MEO	\$24.04	\$50,003.18
Michael Llanes	H/MEO,	\$28.58	\$59,447.53
Thomas Coy	H/MEO, DEPUTY SUPER	\$29.45	\$61,253.90
Wayne Gruntler	MEO	\$30.36	\$63,140.39
TOTAL HIGHWAY			\$408,940.01

- **Name the following as Interim Successors in the absence of the Town Supervisor:**
 1. Robert Audia
 2. Michael Murphy
 3. Joseph Rochfort

 - **Per the Code of Ethics, any elected official, employee or volunteer with an interest in any business or organization that might come before the Town, must declare that interest and provide a written notice of such interest to the Town Supervisor.**
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- **Name the Bank of Millbrook as the Official Depository of Town funds.**

GENERAL MEETING

Department Reports:

Assessor Lisa Evangelista:

- Monthly report
- Introduce Information on Exemption for Volunteer Fire Department and Rescue Squad Members

Bookkeeper Lois Petrone:

- Monthly report
- Recommend the following Budget Adjustments:

2022 Budget Amendments for Board Meeting - 1-14-23

Account	Description	Amount
A.7020.0400	Rec Contractual CE Expense	196.25
A.7020.0100	Rec Director PS Expense	-196.25
A.7310.0406	Rec - Gym Activities Expense	866.99
A.7310.0407	Rec - Lacrosse	-866.99
A.9010.0800	NYS Retirement Expense	515.43
A.9040.0800	Worker's Comp Expense	-515.43
A.1220.0100	Supervisor PS Expense	150.09
A.1220.0400	Supervisor CE Expense	-150.09
A.1410.0110	Deputy Town Clerk PS Expense	0.15
A.1410.0111	Town Clerk PT PS Expense	-0.15
A.1460.0100	Record MGT Officer PS	204.00
A.1460.0800	Record MGT Officer SS	15.61
A.1460.0100	Record MGT Officer CE	-219.61
A.1355.0400	Assessor's CE Expense	6.17
A.1355.0200	Assessor's Equipment	-6.17

Note: Amendment to the budget to cover the unexpected overage in expenses

Account	Description	Amount
A.7310.0403	Rec - Basketball Expense	1,616.12
A.0000.2089.0403	Rec - Basketball Revenue	1,616.12
A.7310.0405	Rec - Community Events Expense	1,908.46
A.0000.2089.0405	Rec - Community Events Revenue	1,908.46

Note: Amendment to the budget to cover the unexpected overage in expenses by the additional revenue received for the program

Account	Description	Amount
B.8010.0400.000	ZBA CE Expense	408.51
B.8010.0401.0000	ZBA Consultants Expense	7,425.00
B.8010.0410.0000	ZBA Attorney's Fees	6,380.07
B.8010.0100.0000	ZBA Personal Services	-10,000.00
B.8020.01000.0000	PB Personal Services	-6,150.83
B.9010.0800.0000	State Retirement Expense	1,937.25

Note: Amendment to the budget to cover the unexpected overage in expenses

Account	Description	Amount
Account	Description	Amount
B.0000.2115.0000	Planning Board Fee - Revenue	25,189.08

B.8020.0410.0000	Planning Board Attorney's Fees - Expense	7,189.08
B.8020.0401.0000	Planning Board Consultants Expense	18,000.00

Note: Amendment to the budget increasing the Revenue and Expense lines by the Escrow monies depleted on behalf of the "projects" through 12/31/22

the projects through 12/31/2022

Account	Description	Amount
DB.9010.0800	State Retirement	5,132.25
DB.5112.0210	Killearn Road Project	17,995.98
DB.0000.5031.0100	Transfer from B Fund	23,128.23
B.0000.1120.0000	County Sales Tax Revenue	23,128.23
B.9501.0900	Transfer to Highway Expense	23,128.23

Note: Amendment to the budget to cover the unexpected overage in expenses by the additional revenue From the County Sales Tax received in B fund which can be transferred to the Highway fund

Account	Description	Amount
DB.5130.0200.0500	Equipment - ARPA	1,400.00
DB.0000.4089.0500	Federal Aid - ARPA	1,400.00

Note: To cover the expense for the lights on the 2022 Truck purchased with ARPA funds

Building Inspector James Finley:

- Monthly Report

Recreation Director Danielle Szalewicz:

- Monthly Report

Town Clerk Mary Alex

- 2023 Tax Bills were processed and mailed today.
- Request by Mayor Collopy to provide a payment to the Village of Millbrook in February, towards the Fire Contract, if possible, as was done in 2022
- Minutes of December 8 and December 22 have been completed, distributed and posted to the website
- Monthly reports have been filed by the Assessor, Bookkeeper (Supervisor's Report), Building Inspector and Town Clerk

Councilman Robert Audia:

- Building and Grounds Report

Councilman Michael Murphy:

- Recreation Commission Report

- Short Term Rental Committee Update
- Board of Ethics candidates

Councilman Joseph Rochfort:

- Killlearn Road Update

Councilwoman Leslie Heaney:

- Planning Board Update
- Zoning Board of Appeals Update
- Conservation Advisory Commission Update
- CSC Update
- Joint NRI Update
- CDBG Grant Update
- Introduce Membership Expectations for Town Board Consideration

**2023 Membership Expectations for the
Town of Washington Planning and Zoning Board of Appeals Members**

1. Board members are expected to attend monthly meetings in person. Board members should RSVP to the Planning and Zoning Board Secretary by email copying the Board Chairperson at least 48 hours in advance of the scheduled meeting date to confirm that they will attend that meeting or to advise that they will be unable to attend. More than two unexcused absences may result in a member being asked to step down from their respective Board.
2. Board members are expected to participate in an annual Municipal Training which includes Sexual Harassment and Ethics training, and other required training organized by the Town of Washington's Town Clerk or Ethics Board.
3. Board members are expected to adhere to the guidelines enumerated in the Town of Washington's Ethics Code.
4. Board members are expected to complete 4 hours of training per year. Training may be completed by participating in Town- sponsored training events, at classes offered at the Farm and Home Center, or via online training classes. Proof of attendance at these classes must be obtained and provided to the Planning Board or ZBA Clerk.

5. Board members must thoroughly review each application and its supporting documents in advance of their Board meeting.

Supervisor Ciferri:

- Request a motion to Close the Public Hearing on the **Proposed Escrow Fees**
- Request a motion to declare the Proposed Escrow Fees a Type II Action under SEQR
- Request a motion to accept the Proposed Escrow Fees as Presented

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- Request a motion to Close the Public Hearing on the **Hospitality Addendum to the Comprehensive Plan**

OR

Continue the Public Hearing on the **Hospitality Addendum to the Comprehensive Plan** to a later date

- **Before the Addendum may be adopted a SEQR Document Must be Prepared and Circulated.**

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- Review Claims as Presented
 - Annual Audit of the Accounts of the Town Supervisor/Bookkeeper, Town Clerk, Tax Collector
 - Close Meeting