

# TOWN OF WASHINGTON TOWN BOARD

January 12, 2023

## Minutes

The Town Board of the Town of Washington held their regular meeting on Thursday, January 12, 2023, at the Washington Town Board. The meeting was called to order by Supervisor Gary Ciferri with the following present: Councilpersons Robert Audia, Michael Murphy, Joseph Rochfort and Leslie Heaney, Town Clerk Mary Alex, Highway Superintendent Joseph Spagnola, Bookkeeper Lois Petrone, Assessor Lisa Evangelista, Building Inspector James Finley, Recreation Director Danielle Szalewicz and Attorney for the Town Jeffrey Battistoni.

Present were Peter Doro, Patrick Murphy, Robert Mahar, Allan Rappleyea, Will Guidara, James Vitello, Janet Skidmore, Thomas Dawber, Louisa Dawber, Charles Birch, Richard Philipps, Jim Bauer, Ingrid Von Werz, Mary Moeller, Debbie Herrmann, Linda Kolts, Thomas McGready, Claudia Kunkle, Kevin McGrane, Lisa Brown, S. Mancuso, Stephen Curley, John Stefanopoulos, Alison Marsal, Keith DelValle, Ashley Lempka, Michelle DelValle, Alison Meyer.

Via Zoom were Tracy Florack, Andrea Walton, Ann Wilkinson, Eliza Dyson, James A. Florack, Cara, Dominique Shuminova, Carey Whalen, Thomas Ryan, Adam Brandow, Fred Schwinger, Raymond Gizzi, Sharon Mahar, Lindsay Baldwin, Emily Abrahams, Julia Harte Widdowson, Susanne Clarke, Pam Sol, Betsy Shequine, David Mandy, Midge Scott, Olivia van Melle Kamp, Rebecca Klima, the Churchills, Gladys L, Jenifer, Judith Balfe, John Penn, EMLB ipad, SaltPoint 3's iPhone, CLB ipad mini, Andrew Heaney, Alexander Casertano, Maren Patrick, Philip Balshi, John Dyson, Marco Bellin, Laura's iPad, Tate J. Kunkle, DeForest Howland, Zach Hampton, Elena Howard, Lillian Chapman, Fernando Nottebohm, Mike, Gladys Bucove, Victoria Wilkinson, Jesse Derris, Pat Sullivan, Caroline Turino, M F Cusick, Fernanda Kellogg, Nancy Hathaway, Michael Poulin, James Turino, Matthias Leutrum, Pat Sullivan, Krista Fragos, William Harris, Lillian Pyne-Corbin, Susan Cernek, Alex Frederick, Rick McWilliams, Peter Chapman, Karl Pfaff, 9146493527, jve51, Lee Pace, Michael F Cusick, Eliot Clarke, James McDowell, Lydia Anne Binotto, Thomas Kopfensteiner, Jeremy, Elizabeth's iPhone, James Cornell, Lea Cornell, Byron A., Elizabeth Bellin, Elizabeth Bellin, Cathy Morrell, Adelaide Camillo, Darren Henault, Zoe Rosenberg, Nicole Drury, Sarah's iPad, Martin Von Haselberg, Aileen Meehan, Lexa, Nicole Vardi, Susan Meaney, Courtney Tsahalís, Jon Pickles, Jon Pickles, T Newberry, Tim Collopy, Laura, Elizabeth Hewitt, Elizabeth Peters, Claudia Heunis, H. Sistar, juliesmacbookpro, Paul Schwartz, Christine Albano, Phil, Midge Scott, Walter Cadette, Korky Podmaniczky, Lee Brandt, John's iPhone, Pam S, Barbara Peabody, Ann Meagher, Susan Mancuso, Andrew Heaney, ASHLEY, Michael Poulin LLC, Michelle Del Valle, Buffy Arbogast, Alex Frederick, Timothy Mayhew, Peter Doro, Ali Marsal, Rebecca Klima, Julie Kalberer.

Supervisor Ciferri opened the meeting with the Pledge of Allegiance.

Supervisor Ciferri said before we get started, is there anyone here that thinks that this meeting has any anything to do with Migdale, because it isn't. It's our reorganizational meeting. We have a

bunch of appointments to make and we will be having a Public Hearing on the Hospitality Addendum to the Comprehensive Plan. If you are here about Migdale, this meeting is not about them. We do not have any application from them. Several people on Zoom disagreed with him.

Everyone was asked to please mute themselves on Zoom. There is a raise your hand feature which will be utilized during the public hearing. Everyone was asked to be respectful of one another and the Board and to state their name when addressed.

Highway Superintendent Spagnola provided his monthly report. He thanked everyone for coming for his report. Highway Superintendent presented the 284 Agreement for the Expenditure of Highway Moneys to the Town Board for their signature. This document is an agreement that the funds budgeted for highway expenditures will be used for those purposes.

On a motion made by Councilman Audia and seconded by Councilman Rochfort the Board authorized the signing of the 284 agreement. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Highway Superintendent Spagnola advised that the price for salt has increased to \$10.14 per ton without too much communication from Dutchess County. The 2023 budget had allowed for an 8% increase in price. The town may be fortunate and remain within our budget because December was mild, so we still have a full salt shed.

Highway Superintendent Spagnola reported there was a ton of garbage dumped on Woodstock Road near the S turn on Route 82. A State Trooper investigated, went through the garbage and located information on the owner. A person was arrested in this matter.

On a motion made by Councilman Murphy and seconded by Councilman Audia, the Town Board opened the Public Hearing regarding 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

The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Councilwoman Heaney advised that the town consulted with Mr. Warner at AKRF Consultants to determine the industry standards for escrow fees.

On a motion made by Councilman Rochfort and seconded by Councilman Murphy the Town Board opened the Public Hearing on the proposed Hospitality Addendum to the Comprehensive Plan. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Supervisor Ciferri said before we get into the actual public hearing on the Addendum to the Comprehensive Plan, because this is our annual reorganization meeting, we have some business that we need to attend to and then we'll entertain comments from the Public.

On a motion made by Councilman Murphy and seconded by Councilman Rochfort, the following appointments were made:

**Employees:**

**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

**Volunteers:**

**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

**Town Council 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

Recreation Commission **Councilman Rochfort:**

Comprehensive Plan,  
 Zoning Board of Appeals  
 Killearn Road Review

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

<b>TOWN BOARD MEETING DATES</b>	<b>Administratively Complete Submissions to Town Board including special proclamations</b>	<b>Requests to Appear Before the Town Board</b>
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

Established 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

<b>PLANNING BOARD MEETING DATES</b>	<b>Administratively Complete</b> <i>*At NOON, 2 Weeks Before Meeting*</i>	<b>Additional Submission for Ongoing Applications</b> <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](mailto:PlanningBoard@Washingtonny.org)

Established the regular meetings of the Zoning Board of Appeals to be held on the third Tuesday of the month beginning at 6:00 PM.

**ZONING BOARD OF APPEALS**  
**2023 Meeting Dates and Submission Deadlines**

<b>ZBA Meeting Dates</b>	<b>2023 Submission Dates</b> <i>*At NOON, 3 Weeks Before Meeting*</i>	<b>Additional Submission for Ongoing Applications</b> <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](mailto:zba@washingtontny.org)

Appointed the law firm of Van de Water and Van de Water as Attorneys for the town.

Authorized the Supervisor to invest town funds in time or authorized investments as approved by the Town Board.

Established 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.

Appointed the Poughkeepsie Journal and/or Millerton News as the official newspapers of the Town. Legal notices will be published dependent upon publication needs.

Approved 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.

Approved 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.

Established 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 of Elected/Appointed Officials

OFFICER	POSITION	2023 Per Hour	2023 Annual
<b>A FUND</b>			
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 hours per week)		\$20.00	\$15,600.00
Assessor's Aide (15 hours per 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 (15 hours 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
<b>TOTAL A FUND</b>			<b>\$623,563.84</b>
<b>B FUND</b>			
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
<b>TOTAL B FUND</b>			<b>\$87,987.40</b>
<b>HIGHWAY DEPARTMENT</b>			
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
<b>TOTAL HIGHWAY</b>			<b>\$408,940.01</b>

Named 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 in 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.

The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Councilman Audia disclosed that he serves on the Board of the Bank of Millbrook.

On a motion made by Councilman Murphy and seconded by Councilwoman Heaney the Board named the Bank of Millbrook as the Official Depository of Town funds. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	Abstained
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Supervisor Ciferri asked if there were any comments on the changes in Escrow fees. No comments were offered.

Supervisor Ciferri requested Department Reports and Council Liaison Updates.

Assessor Lisa Evangelista provided information on a tax exemption available for volunteer firefighters and ambulance responders, which the town would need to opt into. The volunteer cannot take this exemption and the \$200.00 credit on their income tax. It would be advantageous to volunteers with high assessed values. The Board will review the information and make decisions in the near future. They felt it would be a beneficial exemption to attract or retain volunteer firefighters.

The Town could adopt this by Resolution or Local Law. Either way, it would need to be adopted in February, in order for people to meet the March 1 application deadline.

Bookkeeper Petrone advised that monthly reports have been received from the Building Department, Town Clerk and Recreation and Justice Court through November, 2022. In addition, the new accounting software is installed and has been used for January payroll and vouchers. Due to the change in the accounting software, an extension has been requested and approved by the Comptroller's office for the AFR. Bookkeeper Petrone said the extension might not be necessary. The W-2's and 1099's are in the works and will be completed by the end of the month.

On the recommendation of Bookkeeper Petrone, on a motion made by Councilwoman Heaney and seconded by Councilman Rochfort, the following Budget Amendments were accepted as presented:

**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.8020.0100.0000	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		
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		

The vote for the budget amendments were as follows:

The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Building Inspector Finley advised that December was a slower month with 22 inspections and site visits were conducted, 4 fire inspections were performed, 11 building permits were issued and 3 building permits were renewed. At the end of December, there were 9 expired building permits, 12 cases of fire inspections being overdue, or having failed previous inspections. One building violations was voluntarily by the homeowner after they were contacted.

The following Zoning report was offered. In the month of December; 4 municipal searches were completed, as well as 6 site visits, 3 FOIL requests were received and completed in December and three zoning complaints were received.

Building Inspector Finley advised that the maximum occupancy for the Court Room is 52 people.

Recreation Director Szalewicz said the Recreation Commission is reviewing the facility rentals packet for the gymnasium, fields and park buildings. Once complete it will be distributed to the Town Board for approval.

In response to the Town's CDBG Grant application, Ms. Szalewicz met at the park with representatives from Dutchess County Planning, the Grant Administrator. They went through the building and were positive about a senior program. They provided suggestions on handicap parking and said we do not need to install railings. They expect grant decisions to be made in March.

The winter basketball program has started with 86 registered players, 9 teams and 16 coaches.

Registration for summer camp is underway, along with registration for two new programs – a toddler program and fly tying.

Recreation Director Szalewicz proposed a sibling discount for summer camp, which would be for a family with three or more registered campers, not for the CIT program or before or after camp care. The discount proposed was 25% off the camp fee.

On a motion made by Councilwoman Heaney and seconded by Councilman Murphy, the Town Board approved a 25% discount for the summer camp program, for 3 or more children residing in the same household. The discount will apply to the summer camp only and not CIT or before or after camp care. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Town Clerk Alex provided her monthly report. The 2023 Tax Bills have been processed and were mailed today. For those with escrow accounts, the escrow companies have been provided with 2023 bills. Residents were reminded that they should notify the office if there are address changes. Payments are due by February 28<sup>th</sup> to avoid penalties.

Town Clerk Alex advised the Town Board that Mayor Collopy requested that the Town make a payment towards the fire contract in February, as was done in 2022. She expects that a payment can be made to the Village and the Town Board concurred.

Minutes of December 8 and December 22, 2022 have been completed, distributed and posted to the website.

Regarding Planning Board and ZBA notification letters, the Town is mailing them via Certified Return Receipt services from the USPS. There is an increase in USPS fees, which might require an increase in application fees. A discussion transpired as to whether the code requires the applicant or the town to provide the mailing. Research will be done prior to the February meeting.

Town Clerk Alex said one item was missing from the Reorg updates, regarding attendance of town officials and employees attending the Association of Town's meeting.

On a motion made by Councilman Murphy and seconded by Councilman Audia, the Board authorized any elected officials or town employee's permission to attend the NYS Association of Town's

meeting in February. Volunteers will be determined based upon budget availability. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Councilman Audia spoke about Town Hall and Highway improvements. said that the Generators will be delivered in February. He has requested that they not be installed until he is available in March to oversee the project. Councilman Audia is seeking information from a wood specialist to understand the type of surface which should be used to repair the handicap ramp at the Town Hall. He has calls out to contractors regarding the floor for the bathroom on the second floor.

Regarding the Utility Vehicle for the Town Park, we are awaiting paperwork from John Deere in order to take delivery.

Councilman Murphy advised the Town Board that the Recreation Commission recommends James Eades, a village resident, to be appointed to the Recreation Commission. Mr. Eades has participated in Rec programs throughout his childhood. He currently is a coach for the youth basketball program.

Councilman Murphy reported that the Short-Term Rental Committee has met 5 times. They've spoken with consultants and have had the Town Attorney present to help draft the legislation. The committee has a redline draft that they will be submitting soon to the Town Board. Councilman Murphy advised that the NYS Legislature has a bipartisan bill moving through their ranks, with parameters, registration fees and addresses platforms where they appear. We will transfer the definitions into our red lined items.

Councilman Murphy spoke about the Ethics Committee, which was formed two years ago to review the Town's Code of Ethics. The Town adopted a Code of Ethics law in October. It applies to elected officials, employees and volunteers. The education process has started and will continue into the spring. We started with a three-person committee and we have expanded the Board of Ethics to a five-member committee. We will be scheduling interviews for additional members in the next few weeks.

Councilman Rochfort updated everyone on the Killlearn Road update, which the Town had last evening. Representatives from Colliers Engineering addressed the Board and residents from Killlearn Rd. Councilman Rochfort said Killlearn Road garners just as much interest as the Hospitality Addendum. The dirt roadway is sometimes unsafe due to the upheaval after frost and very difficult to drive. Colliers gave a presentation which includes suggestions for drainage, ditches, roadway crown and two ways of surfacing the road. A public meeting will take place and we'll decide how to proceed.

Councilwoman Heaney provided a report on the Planning Board, who met on January 3<sup>rd</sup>. The new Chairwoman Susan Meaney, thanked Ed Jorgensen for 12 years of volunteer service. Her statement reflects the town Board's appreciation for Ed's work during his tenure. The new member Emily Abrahams, a retired lawyer, had her first meeting. She is working with Chairwoman Meaney on updating forms including the application. Ms. Abrahams has had a training session with Councilwoman Heaney and Chairwoman Meaney, as well as taking advantage of other training opportunities.

The Planning Board had several items before them. White Rock Farm had a public hearing for a renovation and site plan approval. Their application was approved. Upton Lake School has applied for a Site Plan approval for a school addition. It was determined they need a ZBA variance and to provide more information. There was a Workshop meeting for North Tower Hill Rd. They have an existing barn they wish to renovate a guest structure. They will need a variance. They also discussed applying for a Bed and Breakfast.

Councilwoman Heaney said that Tate Kunkle, an attorney, has been appointed to the Zoning Board of Appeals. Councilman Rochfort will now be the liaison to the ZBA.

Councilwoman Heaney said at the recent Conservation Advisory Commission meeting they had a discussion about several Planning Board applications and the joint NRI Committee.

Councilwoman Heaney is chair of the Natural Resources Inventory is a joint effort between the Town, Village of Millbrook and Town of Clinton. The three municipalities applied for funding and were accepted by the DEC into the program. Communities had to be located within the Hudson Estuary area to be considered. The NRI Committee has a meeting scheduled for January 23.

Councilwoman Heaney noted the Town applied for a Climate Smart Communities Initiative in November, for which we were approved. Kelsey Peck from Cornell Cooperative Extension is working with town to identify what we want to accomplish first.

Councilwoman Heaney thanked County Legislator Deirdre Houston for providing a letter of support for the Highway Bridge Culvert Grant, as well as her outreach to the new County Executive for the same. Councilman Rochfort thanked the Millbrook Fire Department and Town of Union Vale Supervisor Betsy Maas for their letters of support.

Councilwoman Heaney advised that she worked with Town Clerk Alex to develop the Expectations for Planning Board and Zoning Board of Appeals members. It was circulated to Chairs Meaney and Parisi for comments and approval. In addition, the Town Board members have all received copies.

**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.

On a motion made by Councilman Murphy and seconded by Councilman Audia, the Board appointed James Eades to the Recreation Commission. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE



As there weren't any comments, on a motion made by Councilman Murphy and seconded by Councilwoman Heaney, the Public Hearing on Escrow Fees were closed. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

On a motion made by Councilman Murphy and seconded by Councilman Audia the following escrow fees were adopted for any project in front of any Town agency, effective immediately:

- Initial Escrow deposit \$1,500.00, plus the appropriate fee below
- \$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

Any unexpended funds will be returned to the applicant after all consultant fees have been paid.

The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

Councilman Murphy explained that they were hearing comments on the Addendum to the Comprehensive Plan related to Hospitality. The document has been created based on the recommendations of the work performed by the Comprehensive Plan Review Committee. The document has been available on the Town website for the public to read and understand. The Town will take this document and attach it to the 2015 Comprehensive Plan as an addendum. Comments should be restricted to the Addendum.

Councilwoman Heaney spoke about the public engagement process. The CPRC held focus group studies with community members, conducted an open house at the Millbrook Fire House, sent postcards inviting people to attend the open house and participate in the community survey. The survey was available online or on a hard copy. The Consultant said we had an incredible response rate.

About thirty people made comments on the proposed Comprehensive Plan Amendment regarding Hospitality in addition to letters that were received.

- Eleven individuals said the Town Board should adopt the Addendum as presented.
- Six people expressed concerns about limiting the number of rooms to twenty.
- Three people said they have more questions and the dialog should be continued.
- Five people were unhappy with the survey or the number of respondents.
- Seven people said the survey had a good response and the Board shouldn't be concerned with the opinions of those that didn't respond.
- Several people said they were concerned about their water or the Millbrook Aquifer if hospitality
- Five people spoke out about allowing hospitality in a rural area.
- A few people said hospitality should be focused in Washington Hollow corridor, the Village of Millbrook or directly outside of the Village.
- One person felt that hospitality was already allowed in a rural area based upon other businesses that are operating in the town.
- One person expressed that the addendum was too lengthy compared to the current Comprehensive Plan and there could be a better organization of the material.
- Two people stated the survey should be removed from the addendum.
- A person speaking on behalf of clients requested that accessory uses (i.e., Restaurants) not be open to the public, and suggested the definition for event space is not clear.
- One person requested definitions of hotels, inns and cottages.
- Three people said that the financial backers to the developers should be disclosed in the approval process.
- A business owner noted there is an audience of people that want to stay in the area for more than one night.
- The majority of speakers see a need for hospitality in Millbrook.

On a motion made by Councilman Murphy and seconded by Councilman Rochfort, the Town Board closed the Public Hearing on the Addendum to the Comprehensive Plan. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

The Town Board had a discussion on how to continue forward. They also discussed the difference between the Comprehensive Plan, the guide for which the Zoning Code updates will be written. Forthcoming applications will have to be consistent with the vision of this document. The Board also said that there is not a set number of rooms, there is a sliding scale, for which the zoning code will be written so the Planning Board and ZBA can have guidance and parameters on which to make decisions.

Attorney Battistoni advised that the Full Environmental Assessment Form, Part 3 must be prepared and adopted by the Town Board. The FEA Form be prepared for the February meeting. Once it is prepared it can be circulated to Dutchess County Planning, which has a thirty-day review process. A question was raised as to whether the EAF needs to be circulated to the Planning Board or Conservation Advisory Commission for review. We'll have that answer for next month.

Supervisor Ciferri opened the floor to other public comments. Mr. Rappleyea stated the Town cannot have a zoning law that conflicts with your comprehensive plan. He said the solar regulation has a conflict due to viewsheds discussed in the comprehensive plan.

On a motion made by Councilman Rochfort and seconded by Councilwoman Heaney, the Board voted to perform the annual audit of books in February. The vote was as follows:  
Joe/Leslie annual audit of claims at February

On a motion made by Councilman Audia and seconded by Councilman Rochfort the following claims were accepted as presented:

Gen Fund A	\$346,989.98
Gen Fund B	\$52,467.21
Highway Fund DB	\$319,835.30
Fund H	\$2,008.77

The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

There being no other business, on a motion made by Councilman Rochfort and seconded by Supervisor Ciferri, the meeting was closed at 9:40 PM. The vote was as follows:

Supervisor Ciferri	AYE
Councilman Audia	AYE
Councilman Murphy	AYE
Councilman Rochfort	AYE
Councilwoman Heaney	AYE

---

Mary Alex, Town Clerk