



# TOWN OF AMENIA

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**TOWN BOARD MEETING  
THURSDAY JULY 25, 2013  
TOWN HALL – 1<sup>ST</sup> FLOOR  
7:00 P.M.  
Agenda**

Salute Flag  
Moment of Silence  
Emergency Exits  
Roll Call

Public Comments:

Town Clerk Report:

Discussions: Main Street Grant Progress  
Mechanic Street/Parking

Other Matters: Resolution Funds Transfer  
Mileage Report  
Purchase Order Report  
Email/USPS Consent Agreement

Supervisor's Report:

Town Board Comments:

Adjourn to Pay Claims

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Councilwoman Riemer moved to call the meeting to order, seconded by C/Doyle at 7:00pm

**Roll Call**

Councilwoman Darlene Riemer	Aye
Councilwoman Victoria Perotti	Aye
Supervisor William Flood	Aye
Councilwoman Vicki Doyle	Aye
Councilwoman Gretchen Hitselberger	arrived at 7:05pm

also present:  
Dawn Marie Klingner, Town Clerk  
Ian MacDonald Esq. Town Attorney

**Public Comments**

*Ben Schwartz* asked for information regarding the Rail Trail extension and how it will affect his property.

*Sally Leafe* thanked the Board for passing the resolution to clean up 218 Old Route 22; she gave special thanks to Councilwoman Victoria Perotti and Code Enforcement Officer John Fenton for their follow-up.

*Tom Werner* asked why each month there are resolutions for the transfer of funds. C/Doyle answered Mr. Werner saying that there have been unexpected costs for the town, an example being the cleanup of a property on Old Route 22.

*Arlene Iuliano* added to Councilwoman Doyle's explanation that the comptroller's office wants definitive explanations for the expenditures and the resolutions are done because of the rules and regulation changes.

**Town Clerk's Report, Dawn Marie Klingner, Town Clerk**

Ms. Klingner reported that there has been an update to the clerk's software and now the system allows for the town to give senior discount for license fees for dogs. The minutes for 6/27/13; 7/2/13; 7/9/13; 7/14/13; and 7/16/13 have been circulated to the Board and are pending approval. The Board discussed various discount options and decided upon a 10% discount for seniors.

C/Doyle motioned, seconded by C/Riemer

***Motion to provide seniors with a 10% discount on license fees for dogs.***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Aye
Councilwoman Perotti	Aye
Councilwoman Doyle	Aye
Councilwoman Riemer	Aye
Councilwoman Hitselberger	Aye

Motion carried.

**Main Street Grant, Mike Hagerty, Grant Writer**

Mr. Hagerty reported that the final concept plan for the Street Scape plan is complete. If the full building portion of the grant is not utilized the grant administrator would entertain increasing the

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street scape portion of the grant. Mr. Hagerty updated the Board on the project; the next meeting will be Tuesday, July 30<sup>th</sup> at 8am.

C/Doyle motioned, seconded by C/Riemer

***Motion to authorize the town clerk to advertise the bids for the East Main Street grant subject to the town attorney and board approval of the language***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Aye
Councilwoman Perotti	Aye
Councilwoman Doyle	Aye
Councilwoman Riemer	Aye
Councilwoman Hitselberger	Aye

Motion carried.

Mr. Hagerty announced that there are grants that are available and he would like to apply. The Board asked and confirmed with him if he has enough time to complete the grants. The deadline for the applications is August 12<sup>th</sup>. He will prepare the resolution necessary for the application and submit at the next meeting. C/Hitselberger asked about the waiver needed for the planting of trees on private property. C/Doyle suggested a simple waiver that can be easily understood.

**Water Committee, May Jones, Chairwoman**

Ms. Jones reported to the Board that there are several businesses in town that are not in compliance with the Back Flow program; Ms. Jones suggested that a fine amount be assessed and a notice be served by the code enforcement officer. She also suggested that a water meter be installed at the Town Hall and Beekman Park.

C/Perotti motioned, seconded by C/Riemer

***Motion to send a letter to the businesses that are not in compliance with the Back Flow Program by August 18<sup>th</sup>, they will be fined \$100.***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Abstain
Councilwoman Perotti	Aye
Councilwoman Doyle	Aye
Councilwoman Riemer	Aye
Councilwoman Hitselberger	Aye

Motion carried.

C/Doyle motioned, seconded by C/Riemer

***Motion to authorize the water operator to install a water meter at the Town Hall and Beekman Park***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Aye
Councilwoman Perotti	Aye
Councilwoman Doyle	Aye

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Councilwoman Riemer       Aye  
Councilwoman Hitselberger   Aye  
Motion carried.

Marty Grossman, water committee member expressed a concern that the quarterly billing was late and requested that someone from BAS come and train the new clerk and a member of the committee. S/Flood will speak to the clerk.

Councilwoman Doyle read aloud Resolution – Introduction of Local Law Establishing No Parking Area on Mechanic Street at the Intersection of Route 343

C/Perotti motioned, seconded by C/Riemer

***Motion to accept Resolution # 48 of 2013 Introduction of Local Law Establishing No Parking Area on Mechanic Street at the Intersection of Route 343***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood               Abstain  
Councilwoman Perotti       Aye  
Councilwoman Doyle       Aye  
Councilwoman Riemer       Aye  
Councilwoman Hitselberger   Aye

Motion carried.

**Enhancement Committee Report, Kevin Cassone**

Mr. Cassone came to address the comment that was made earlier in the meeting that possibility of no planting of trees; and that he needs a waiver for the planting of trees on private property. C/Doyle and Riemer explain that the trees are a separate part of the bid now

**Resolutions**

Supervisor Flood read aloud the following resolutions:

C/Doyle motioned, seconded by S/Flood

***Motion to accept Resolution # 49 – Transfer of Funds***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood               Aye  
Councilwoman Perotti       No  
Councilwoman Doyle       Aye  
Councilwoman Riemer       Aye  
Councilwoman Hitselberger   Aye

Motion carried.

S/Flood read aloud a letter from John Fenton, Code Enforcement Officer regarding William Henry's parcel #7166-00-13832 (see attached). The notice will be served before August 18<sup>th</sup> by Mr. Fenton.

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S/Flood motioned, seconded by C/Perotti

***Motion to accept Resolution # 50 Determining the Barn on William Henry Property is Unsafe and Dangerous and Ordering it Repair***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Aye
Councilwoman Perotti	Aye
Councilwoman Doyle	Aye
Councilwoman Riemer	Aye
Councilwoman Hitselberger	Aye

Motion carried.

S/Flood motioned, seconded by C/Riemer

***Motion to accept Resolution # 51- Authorizing Final Payment on Willow Lane Drainage Project and approving Change Order Excusing Requirement of Performance Bond***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Aye
Councilwoman Perotti	Aye
Councilwoman Doyle	Aye
Councilwoman Riemer	Aye
Councilwoman Hitselberger	Aye

Motion carried.

C/Doyle read aloud the following resolution

C/Riemer motioned, seconded by C/Doyle

***Motion to accept resolution #52- Designating Councilwoman Hitselberger to hear and decide FOIL appeal***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Abstain
Councilwoman Perotti	Aye
Councilwoman Doyle	Aye
Councilwoman Riemer	Aye
Councilwoman Hitselberger	Abstain

Motion carried.

**Mileage Report**

C/Hitselberger presented a new mileage form to be completed by employees when submitting for reimbursement

C/Doyle motioned, seconded by C/Riemer

***Motion to accept the mileage report***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Aye
Councilwoman Perotti	Aye

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Councilwoman Doyle       Aye  
Councilwoman Riemer       Aye  
Councilwoman Hitselberger Aye  
Motion carried.

C/Doyle will send the new document to the Clerk for her records.

C/Hitselberger is working with the bookkeeper on a spreadsheet for purchase orders to help keep better track of items ordered, this will help with an inventory checklist and with internal issues of items not approved. This spreadsheet will be circulated and discussed among the board. S/Flood states that now when a purchase order is issued the funds requested will come right out of the budget. S/Flood also informs the board that the current process on the vouchers will need to be changed.

**Email/USPS consent agreement**

C/Hitselberger created forms to be sent to the employees/volunteers asking for the preferred method that they wish to communicate. If they prefer regular mail then their email accounts will be deactivated. C/Hitselberger will send the forms to the Clerk.

**Recreation**

C/Perotti provided an update on the electrical work done at Beekman Park; motion sensors will be installed for the lights in the bathroom so the lights are not left on and for power hand dryers to be installed. Webutuck School has requested the use of the soccer fields this fall. They have already spoken with the soccer coaches. There will be a senior exercise class on Tuesday and Thursday more information to follow. The subcommittee of the fields is taking soil samples to see what the fields need. The senior trip to the Aqua Turf is August 20<sup>th</sup> and the senior BBQ is full

C/Hitselberger read a letter she wrote to be sent to Webutuck Schools since the resolution of the introduction of the Local Law #2 was passed by the Board. She read the letter aloud (see attached). All Board members commented that it could be sent. It is a recommendation.

C/Hitselberger gave her public service announcement entitled 'Tips for Cell Phone Usage During Emergencies'. See attached. She reported that the Emergency Response Committee meet this past week. Discussed were ways to provide updates in case of an emergency via the web, email, text, phone, tv and lawn signs.

C/Doyle requested that the minutes be approved at the next meeting to allow her addition time to review; Also she will follow up on the downsizing of the legal notice for the East Main Street Scapes grant. C/Doyle announced the upcoming event at the Cary Institute – Arm of the Sea Theater on July 28<sup>th</sup> – The City that drinks the Mountain Sky.

C/Doyle shared her concerns with the grants and ensuring that they are completed in a timely manner. Suggested adding any current staff to help Mr. Hagerty. S/Flood announced that if anyone wants to volunteer to help assist the grant writer to please complete a volunteer form. The Clerk will send the announcement to Channel 22 and to the Website.

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S/Flood announced that the NYS Comptroller's Office visited the town hall this week and completed a risk assessment. S/Flood spoke on some of the findings from the risk assessment. They include procedural changes that need to be done, the amount in the fund balance, the voucher process needs to be revised between clerk and the bookkeeper, all departments that take in money need to provide a monthly report including recreation and building; highway department needs to submit payroll documents ; bids need to be clipped to vouchers. The auditor will be recommendation a full audit. This visit was because a complaint that was filed about the money moved to another account. Also S/Flood was told that the handbook is not correct, there are issues with the pay and the standard work day.

S/Flood motioned, seconded by C/Hitselberger

***Motion to adjourn and pay claims at 9:47pm***

The motion was duly put to a vote which resulted as follows:

Supervisor Flood	Aye
Councilwoman Perotti	Aye
Councilwoman Doyle	Aye
Councilwoman Riemer	Aye
Councilwoman Hitselberger	Aye

Motion carried

Respectfully submitted:

Dawn Marie Klingner  
Town Clerk

The foregoing represents unapproved minutes of the Town of Amenia Town Board from a meeting held on July 25, 2013 and are not to be construed as the final official minutes until so approved.

\_\_\_\_\_ Approved as read on

\_\_\_\_\_ Approved with: deletions, corrections, and additions