

Minutes of the Town Board Meeting held on May 18, 2023 at 7:30PM

Present: Thomas Burke, Supervisor
Brandon Calore, Tyler Etzel and Kathryn Luciani, Council
Absent: Timothy Finnegan, Council

Eagle Scout Presentation:

A presentation was given by Evan Pollack regarding the project he would like to do so he can obtain the status of Eagle Scout. He would like to build wildlife signs with information and warnings about specific wildlife around the Reservoir. The Board asked Evan questions about this project and agreed it was a project worthy of Eagle Scout status. The presentation can be seen/heard at the following link: <https://www.youtube.com/@woodburyorangecountyny6836>

Public Comment on Agenda Items *No comments were received.*

Administrative Business:

a. Acceptance of Minutes:

Motion was offered by Councilman Calore, seconded by Councilman Etzel, to accept receipt of the minutes of the meeting held on May 4, 2023.

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

b. Approval of Abstract:

Motion was offered by Councilman Etzel, seconded by Councilman Calore, to approve Abstract 11 containing vouchers 230795 – 230886 and totaling \$229,703.47.

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

c. Budget Modification(s):

Motion was offered by Councilman Calore, seconded by Councilwoman Luciani, to approve modifications to the 2023 budget as follows:

- Capital Project Ridge Road Bridge – increasing A599 (Appropriated Fund Balance) by \$150,000, A9901.900 (Transfer to Other Funds) by \$150,000, H5031 (Interfund Transfer) by \$150,000, H5120.400 (Bridges 5+ feet) \$150,000
- General Fund – increasing A1320.401 (GASB) by \$275, A1340.100 (Budget Personal Services) by \$2000, A599 (Appropriated Fund Balance) by \$2275
- Police Fund – increasing B3120.432 (Expenditure of DEA Forfeiture Funds) by \$32,679, B599 (Appropriated Fund Balance) by \$32,679

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

d. Appointment of Part-Time Clerk – Parks Department:

Motion was offered by Supervisor Burke, seconded by Councilman Etzel, to approve the appointment of Arielle Koops to the position of part-time clerk (1040 hours per year) in the Parks Department with an hourly rate of \$21.85 and a start date of May 15, 2023.

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

Old Business:

a. Adoption of Updated Employee Handbook:

Supervisor Burke noted the State has mandates that must be addressed in Employee Handbooks – some have already gone into effect, and some will go into effect next month. Clerk Potvin attended a seminar and reached out to the consultants that the Town has used for the maintenance of its handbook. The changes that need to be addressed are as follows:

- Adding “Cannabis” under the list of substances whose use and possession is prohibited on Town property – since the Town receives Federal funding, the Town must still prohibit the possession, use and sale of cannabis on Town property.
- Breaks for Nursing Mothers to Express Milk – based on the NYS Nursing Mothers in the Workplace Act, the Town has responsibilities with regards to providing breaks to nursing mothers to express milk.
- Use of COVID-19 Paid Sick Leave – the Town continues to have a responsibility to provide paid leave to employees that test positive for COVID-19
- Holidays – Juneteenth added.
- Pregnant Workers Fairness Act – the Town has a responsibility to reasonably accommodate a pregnant employee.
- Rights to a Harassment and Discrimination Free Workplace – the State has updated its model sexual harassment policy, which the Town adopted at its May 4 meeting.
- Public Employers Health Emergency Plan – the Town is required to mention the existence of its plan in the handbook. The plan was adopted March 18, 2021
- Required Postings and Notifications – the Town is now required to electronically post/distribute all Federal and State Labor Law postings.

Motion was offered by Councilwoman Luciani, seconded by Councilman Calore, to adopt the amended Employee Handbook and to forward a copy of the summary of amendments to the unions that represent Town employees so they are aware of these changes should they choose to request they be incorporated into their collective bargaining agreements.

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

b. Award Bid – Propane:

At the last meeting the bid results were read but the Board did not choose to award as additional clarification was requested. Deputy Town Clerk Young contacted both bidders and obtained the following:

- Combined Energy Services – **Cost of Propane per gallon – CES Wholesale Plus \$0.6933** – The individual stated the Town currently pays a little over their wholesale price, which will change day-to-day. For example: the price on May 5 was \$1.5987 (in January the price paid was \$1.91 and December the price paid was \$1.70). He also stated the bid they submitted is the same they have done in previous years.
- Penn Oak Services – **Cost of propane per Gallon \$3.34** – The individual stated this is the final price to be paid after they factored in everything: cost of transport from Pennsylvania), supplies etc. He also noted their business is a Service-Disabled Veteran-Owned Small Business.

Motion was then offered by Supervisor Burke, seconded by Councilman Calore, to award the bid to Combined Energy Services.

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

New Business:

a. Authorize Supervisor to Sign – OC DWI Agreement:

Motion was offered by Councilman Etzel, seconded by Councilman Calore, to authorize the Supervisor to sign an Inter-Municipal Agreement with the County of Orange relating to the Orange County DWI program.

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

b. Resolution of Support – NY Citizens Audit:

At the last Board meeting during public comment a presentation was made urging the Board to support the efforts of NY Citizens Audit requesting an audit of the New York State 2022 General Election. Motion was offered by Councilwoman Luciani, seconded by Councilman Calore, to adopt the following resolution supporting their efforts:

WHEREAS residents of the Town of Woodbury and others are concerned that the official voter rolls are kept up-to-date, complete and properly safeguarded against data breaches; and

WHEREAS at the May 4, 2023, Woodbury Town Board meeting members of the “New York Citizens Audit” spoke requesting support of the Woodbury Town Board for their efforts to have the 2022 New York State General Election be audited.

NOW, THEREFORE, BE IT

RESOLVED that the Woodbury Town Board encourages and endorses efforts by State and local officials to keep voter rolls and information up-to-date, complete, and safeguarded from data breaches.

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

EXTRA ITEM – National Night Out:

Councilman Calore explained the “National Night Out” event that he has been planning for August with a committee. He explained the purpose of the event and listed some of the groups/organizations that have committed to participating. He noted grants have been applied for and a State Legislator has assured him that a commitment of sufficient funds will be coming. He would like the Woodbury Town Board to be Lead Agent for this event, which would cause line-items to be created in the budget to acknowledge donations, grants and expenditures. He requested a motion to adopt the National Night Out as a Town event. Councilman Etzel stated he would like to discuss the issue during the Police Commission meeting later this evening to obtain input from Chief Watson. Councilwoman Luciani she attended two events last year and believes it is something that is fantastic to hold.

Department Reports/Committee Minutes:

a. Supervisor Report:

Motion was offered by Councilman Etzel, seconded by Councilman Calore, to approve the April 2023 Supervisor’s Report with receipts totaling \$1,003,992.18 and disbursements totaling \$1,293,151.53.

ADOPTED AYES 4 Burke, Calore, Etzel, Luciani
 NOES 0

b. Town Clerk’s Report – April 2023

c. Animal Control Report – April 2023

d. Police/Communications Report – April 2023

e. Buildings/Grounds Report – April 2023

f. Parks and Recreation Committee Minutes – April 18, 203

g. Police Commission Minutes – No April Meeting Recorded

- h. Library Director Report – April 2023
- i. Library Board Minutes – April 25, 2023
- j. Beautification Committee Minutes – April 6, 2023
- k. Budget vs. Actual – December 2022, April 2023

Public Comment:

Comments can be seen/heard at the following link: <https://www.youtube.com/@woodburyorangecountyny6836>

The following individuals spoke: Martha Lopez thanked the Board for helping her to become acclimated since her appointment to the Library Board. Teresa Luongo, on behalf of We Are Woodbury, is looking for volunteers to help do spring paintings on the local business windows. Maria Hunter thanked all Emergency Services that assisted the neighbor of the home that experienced a house fire earlier this week and spoke about the Memorial Day Parade.

Board Member/Department Comment:

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The following Departments spoke: Maria Hunter provided an update on the efforts of the Beautification Committee. Joseph Gianzero provided an update on the work his department has been doing since the last meeting – Buildings/Grounds and Parks Department.

Councilman Calore thanked all involved with the planning of the Memorial Day parade. He announced a fishing derby event that is being held this weekend at Black Rock. Councilwoman Luciani spoke about the Memorial Day parade and the committee acknowledging Phillip Morello. She also reminded everyone the purpose of Memorial Day. Supervisor Burke welcomed the senior students that attended the meeting as part of their education. He provided an update on the status of the Immigration Crisis as informed to him by Orange County Executive Stephen Neuhaus. He then provided an update from the accounting process about the financial status of the Town since the closing of the 2022 financial records.

Adjournment:

With no further comments received or business to discuss, a motion was offered by Councilman Calore, seconded by Councilwoman Luciani, to adjourn the meeting at 8:20PM.

ADOPTED	AYES	4	Burke, Calore, Etzel, Luciani
	NOES	0	

Desiree Potvin, Town Clerk