

**TOWN OF WINDHAM  
TOWN BOARD MEETING  
371 State Route 296, Hensonville, NY**

**JANUARY 9, 2020**

**Present:** Supervisor: Thomas F. Hoyt  
Councilmen: Wayne Van Valin, Ian Peters, Stephen Walker & Kurt Goettsche  
Town Clerk: Bonnie Poehmel

**Also Present:** Town Attorney Larry Gardner, Highway Superintendent Gary Thorington, Police Chief Tor Tryland, Delaware Engineering John Brust, Michael Scarey, Janine Soule, Jeri Miltenberger, WAJ Student Jack Miltenberger and Mike Ryan Mountain Eagle

**Absent:** Ambulance Administrator Davia Montie

The Supervisor called the meeting to order at 7:00 p.m. and opened with the Pledge of Allegiance.

THE MINUTES OF THE DECEMBER 26, 2019 TOWN BOARD MEETING were approved as typed on a motion by Councilman Peters, 2<sup>nd</sup> by Councilman Walker, with all in favor.

THE MINUTES OF THE JANUARY 2, 2020 ORGANIZATIONAL MEETING were approved as typed on a motion by Councilman Walker, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

1.DELAWARE ENGINEERING: John Brust was present. John & Supervisor Hoyt met yesterday concerning the water improvement project. John has presented a letter to the Board that he has written to Hubbell, Inc “requesting that they provide Delaware Engineering with a

project schedule, no later than January 16, 2020". We need a schedule as to know when they are going to start work and when they are going to finish. They should give us a winter shut down request and we then can issue a change order. Hubbell is good guys and they do good work. John stated, "They were low bid by a considerable amount". We need to do the project. John is leaving a set of plans regarding the improvement project here at the town hall. John Peterson the Design Engineer, John Brust and Supervisor Hoyt met yesterday, revising some of the changes. John would like the Board to review the plans and make any comments they may have. The changes are to expand the police station and give them more safety security, provide an office for the Chief and an interview room. In this room having a Justice platform and a meeting room for the Board, this room will accommodate everyone as a meeting room. Supervisor Hoyt stated we have to make a safe environment for the Justices and Court Clerk. If an incident where to happen the Justice could safely get out of the room. Hopefully this never happens but we are prepared. The meeting room table will be wheel chair accessible. Town money will be used to pay for this project. John sent a memo about the CFA process that's for a consolidated funding application process that New York State has. The Governor about 8 years ago said let's consolidate all of our grant awards. Here is a summary of all the CFA awards that just came out in December, 2019. The lists show what kind of projects are getting funded in NYS only (not NYC area). It is informative to look through to see what other municipality communities are doing. Lastly John has given to the Board two different floor plan layouts of the proposed new Ambulance building. This is where they were last left off in discussion. Option 1 shows a conference/training room with 6 chairs around the table & Option 2 shows that same conference/training room to accommodate 25 people, this enlarges the building and the cost. The building would roughly be about 5,000 sq. ft. and the cost for budget purposes and to be safe would be about \$400.00 per sq. ft. The Board has also received a copy of a letter from Delaware Engineering in reference to the Centre Church Steeple Replacement, Project Status Summary. Councilman Peters asked about the survey for the Centre Property steeple. John, "the steeple has been surveyed once and unless someone disagrees it will be done two more times, once a month, three times in a row." John thinks we should have the second measurement of the steeple by the next town board meeting. Supervisor Hoyt asked if John knew "what he was using for a bench?"

2.WINDHAM VENTURES REQUEST FOR ADDITIONAL EDU: 11 Vets Road, Windham, Tax Map #78.18-2-29.2 requests an additional EDU in the Town's Sewer District for residential use. A motion to approve was made by Councilman Peters, 2<sup>nd</sup> by Councilman Walker, with all in favor.

3.STIPEND FOR TRAINING OFFICER CHIEF TRYLAND 2019: The Board will pay \$20.00 per hour rather than paying a yearly stipend. Chief Tryland did not prepare hours for tonight's meeting, but he believes to have 40-50 hours of training sessions. A motion to approve the \$20.00 per hour was made by Councilman Peters, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

4.PROVISIONAL CLERK TYPIST: propose that position for Janine Soule, as she is no longer Deputy Town Clerk, because of the Civil Service Law she could only work 20 hours per week. Supervisor Hoyt, "With this position it is Civil Service requirement". She will need to submit paperwork in January to take that test in March. She will have to pass that test to have that position. Supervisor Hoyt, her current rate of pay is \$15.50 per hour, a 2% raise for the other office staff was given at the Organizational Meeting, that would move her pay to \$15.81 per hour. Supervisor Hoyt would like to make the motion to make the position for "Clerk Typist", 2<sup>nd</sup> by Councilman Peters, with all in favor. A motion to approve \$15.81 per hour was made by Councilman Peters, 2<sup>nd</sup> by Councilman Walker, with all in favor.

5.NYC DEP LAND ACQUISITION PARCEL #9573: Paul & Nadia Morales, 88 County Route 65, Hensonville, Tax Map #96.14-1-12 for 0.30 acres +/- . Title of this acquisition, part of the New York City Flood Buyout Program, is expected to be taken by the Town of Windham. Future management of the property will be in accordance with a plan agreed to in advance by the City and the Town. This is a Flood Buyout Project. Structures will be removed after closing by a City-funded vendor. After demolition, the vendor will revegetate the site. Councilman Walker has reviewed the above. A motion to approve title was made by Councilman Walker, 2<sup>nd</sup> by Councilman Peters, with all in favor.

6.2020 ELECTIONS-POLL SITE AGREEMENT: “Greene County Board of Elections extends our sincere thanks and appreciation for the use of your building at the WWTP in our last election.” Once again, they are asking the request to use WWTP as a poll site for the upcoming 2020 elections. A motion to approve was made by Councilman Peters, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

7.REQUEST TO USE CD LANE PARK MAY 15, 2020 PRIOR TO BEING OPEN: A letter of request was received from Bridget Lopez asking for use of CD Lane Park on May 15, 2020 prior to the Memorial Day opening. The Cairo-Durham Third Grade, would like to use the pavilion for lunch prior to seeing a movie at the Windham Theatre. They would like to use the park from 10:00 am -12:00 noon, with use of the playground as well. Supervisor Hoyt restrooms may not be open at that time depending on the winter season Supervisor Hoyt will move this and will let Mrs. Lopez know that the rest rooms may not be open at that time, it depends on the harsh winter weather, 2<sup>nd</sup> by Councilman Walker, with all in favor. Cairo-Durham School will need to provide a Certificate of Liability Insurance.

8.CWC BOARD OF DIRECTORS NOMINATIONS: A nominee must be a resident of a town in your county which is located wholly or partially within the New York City Watershed. A nominee must also be a publicly elected official. Supervisor Hoyt would like to be a nominee. A motion to approve was made by Councilman Walker, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

9.NEW YORK PLANNING FEDERATION 2020 ANNUAL CONFERENCE will be held April 19-21, 2020 at the Sagamore Resort in Lake George, Bolton Landing, NY. Conference material has been provided for the Board’s review. The Supervisor would like the Board to review and will discuss at the next meeting if anyone is interested in going. Supervisor Hoyt would like this placed on the next board meeting agenda.

10.TOWN CLERK’S MONTHLY REPORT FOR DECEMBER 2019: \$3,284.66. A motion to approve was made by Councilman Peters, 2<sup>nd</sup> by Councilman Walker, with all in favor.

11.TOWN BOARD RESOLUTION #2 OF 2020: the following resolution was proposed to transfer funds to balance the Streetlighting District accounts for 2019. A motion to accept was made by Councilman Van Valin, 2<sup>nd</sup> by Councilman Walker, with all in favor. TOWN BOARD RESOLUTION #3 OF 2020: the following resolution was proposed to transfer funds to balance the Sewer District account for 2019. A motion to approve was made by Councilman Peters, 2<sup>nd</sup> by Councilman Goettsche, with all in favor. GENERAL FUND RESOLUTION #1 OF 2020: the following resolution was proposed to transfer funds to balance the General Fund account for 2019. A motion to approve was made by Councilman Goettsche, 2<sup>nd</sup> by Councilman Peters, with all in favor. HIGHWAY FUND RESOLUTION #2 OF 2020: the following resolution was proposed to transfer funds to balance the Highway Fund account for 2019. A motion to approve was made by Councilman Peters, 2<sup>nd</sup> by Councilman Van Valin, with all in favor. WATER DISTRICT RESOLUTION #1 OF 2020: the following resolution was proposed to transfer funds to balance the Water District account for 2019. A motion to approve was made by Councilman Goettsche, 2<sup>nd</sup> by Councilman Walker, with all in favor.

12.AMBULANCE REPORT: Ambulance Administrator Davia Montie was not present. Letter of Retirement was received from Judith Anne Dominick. Her retirement date will become official on January 31, 2020. A motion to approve was made by Councilman Peters, 2<sup>nd</sup> by Councilman Van Valin, with all in favor. The Supervisor would like the Town Clerk to send her a thank you note for her years of service with the Windham Ambulance.

13.HIGHWAY REPORT: Highway Superintendent Gary Thorington was present. The newest full-time employee Devin Drum has passed his written test for his CDL License Class B and he is currently out practicing the driving for that part of the license.

14.POLICE REPORT: Police Chief Tor Tryland was present. Review Vehicle Tracking (GPS) Purchase. The Chief has provided to the Board an updated cost per vehicle per month. VTS will waive the \$50 per unit installation fee. The Chief recommends this for the Police as most of the time they are alone and this would be an added safety to each officer. Highway Superintendent

Gary Thorington roughly has about 10 units he would like to recommend. Supervisor Hoyt would like to add the Windham Ambulance as well. This will be for the discussion of the Board. An issue has just come up this year the Discovery Law has been added. The Chief would like to request permission to purchase three work cell phones, one for himself, one for Sergeant Sherman and the other for the road officer on duty at that time. The third cell phone for the officer on duty will be stored in their duty bag that is carried shift to shift. With the new Discovery Law personal cell phones used at work could be subpoenaed. The new phones will need to have a camera and internet availability. Councilman Peters stated, elected officials and the Chief of Police have already been authorized to purchase town use cell phones. Councilman Peters (this was already authorized last year and will still apply) will authorize the cost to purchase a new town use cell phone no more than \$650 and the cost for the plan no more than \$60.00 per month and must be on Verizon Wireless plan. A motion to approve the purchase of three town use cell phones was made by Councilman Peters, 2<sup>nd</sup> by Supervisor Hoyt, with all in favor. Councilman Peters would like the Chief to write a training/policy for all town employees, using their cell phones on town internet & social media. Listing what employees can and cannot do. Car 86 needs four new tires. The Chief would like permission to purchase the tires on State-Bid and have them shipped to Wes' Mobile. A motion to purchase the four tires was made by Councilman Walker, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

15.COMMITTEE REPORTS: A donation of a \$1,000.00 was received from Barbara & William Tolley. The donation is to be used for the new sound system at Centre Property steeple. Last year a donation was received from the Tolley family as well. Supervisor Hoyt would like the Town Clerk to write a Thank you note. A two-year contract renewal with Municipal Solutions, Inc was given to the Board for their review. Motion to approve the contract and give permission to the Supervisor to sign was made by Councilman Van Valin, 2<sup>nd</sup> by Councilman Peters, with all in favor. Supervisor Hoyt would like to add to the meeting that an invitation from Denise Meehan, member of The Community of Windham Foundation is offering a FREE CPR/AED Training Class on Saturday, January 25, 2020 at WWTP. The class is open to 15 participants and advanced registration is required. Supervisor Hoyt has taken this class and recommends everyone taking this class. **Councilman Walker** has nothing to report on at this time. **Councilman Van Valin** has nothing to report on at this time. He is just interested in the steeple findings if it has moved. **Councilman Peters** has set up our newest Councilman with a new email address. He will be attending the Planning Board meeting next week for any questions, concerns & comments they may have. We are currently short-staffed ambulance employees. We started a program last year approving an ambulance employee of going to school to be a paramedic, this is a two-year class. We would pay the costs based on them passing the program and then they would have to stay in our employment for 3 years after graduation. The second reimbursement is set for this year however, this was approved last year, and with a new board Councilman Peters wanted to bring it up again. This semester tuition is \$5,700.00, the student is doing well. We have two recruits in the Police Academy as well and they are doing well. **Councilman Goettsche** has a new email address. He will reach out to the Windham Chamber to let them know he is their liaison. He has been going over the website to see what can be added or changed. He would like to add the Committees to let the people know who to contact for any concerns they might have. **Supervisor Hoyt** would like to see the meeting minutes brought up to date quicker on the website. He would like to let the public read what this Board is doing. Minutes can be posted after they are approved. He finds it unacceptable if the minutes are not posted up-to-date. We don't want to be months behind as it is a reflection on the Board.

ACCOUNT BALANCES AND BUDGET COMPARISONS January 9, 2019 files were made available for the Board to review.

GENERAL FUND WARRANT #1-G contained vouchers #1-36, totaling \$41,179.37 was audited and approved for payment on a motion by Councilman Goettsche, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

HIGHWAY FUND WARRANT #1 contained vouchers #1-10, totaling \$9,663.32 was audited and approved for payment on a motion by Councilman Goettsche, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

SEWER DISTRICT FUND WARRANT #1 contained vouchers #1-15, totaling \$43,373.75 was audited and approved on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

STREETLIGHTING FUND WARRANT #1 contained vouchers #1-5, totaling \$324.27 was audited and approved for payment on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

GENERAL FUND PAYROLL WARRANT #1-P for **General** contained 5 claims, totaling \$5,914.16 was audited and approved for payment on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor. **Ambulance** payroll contained 19 claims, totaling \$15,726.70 was audited and approved for payment on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor. **Police** payroll contained 5 claims, totaling \$7,161.24 was audited and approved for payment on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

HIGHWAY PAYROLL WARRANT #1-P contained 6 claims, totaling \$12,030.34 was audited and approved for payment on a motion by Councilman Goettsche, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

SEWER DISTRICT FUND PAYROLL WARRANT #1-P contained 1 claim, totaling \$63.90 was audited and approved for payment on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

EXECUTIVE SESSION Councilman Peters made a motion at 7:48 p.m. to recess from the Town Board Meeting to go into Executive Session to discuss a personnel issue, 2<sup>nd</sup> by Councilman Van Valin, with all in favor. Town Attorney Larry Gardner and the Chief of Police Tor Tryland was allowed to stay. All others in the audience were asked to leave.

RECONVENE MEETING Councilman Peters made a motion at 8:31 p.m. to adjourn from Executive Session to reconvene to the Town Board Meeting, 2<sup>nd</sup> by Councilman Walker, with all in favor.

The meeting adjourned at 8:32 p.m. on a motion by Councilman Peters, 2<sup>nd</sup> by Councilman Walker, with all in favor.

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TOWN CLERK

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