

**TOWN OF WINDHAM
TOWN BOARD MEETING
371 State Route 296, Hensonville, NY
Website: www.townofwindhamny.com**

JANUARY 12, 2023

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

Also Present: Highway Superintendent Gary Thorington, Delaware Engineering John Brust, Police Chief Tor Tryland, Gail Nichol森 & 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 22, 2022, TOWN BOARD MEETING were approved as typed on a motion by Councilman Walker, 2nd by Councilman Peters, with all in favor.

THE MINUTES OF THE JANUARY 3, 2023, ORGANIZATIONAL MEETING were approved as typed on a motion by Councilman Walker, 2nd by Councilman Peters, with all in favor.

1.DELAWARE ENGINEERING: John Brust was present to give his report; “the ambulance building roof is 100% complete. Pending if not all the windows are installed. The electrical rough in has started and the mechanicals have started. The propane tanks are set. There is temporary heat available. On the northside of the building is a mock up of the stone to be set on the building. There was a meeting today with our structural engineer and Supervisor Hoyt.” Supervisor Hoyt, “there will be a small modification in the furnace room; a sink in the de-contamination room.” John Brust “we are under budget for the allowances that have been put in.” A draft letter was given to the Board concerning a developer on Red Rock Rd. The developer will need to come back to the Town Board regarding the sewer transportation corporation (their needs to be an owner of the sewer line) along with a few other things. The developer had a stormwater problem about two weeks ago that affected one of our sewer pump stations. The applicant will need to apply for a sewer waste water extension. There is no action tonight on this draft letter it is here for the Board’s review. Supervisor Hoyt advised John Brust that there will be a set of plans for 95 Mill Street being presented by Kaaterskill Associates for a small subdivision to be reviewed by Delaware Engineering. There is water and sewer that is involved. An escrow account will be set up for this development at 95 Mill Street.

2.AGREEMENT WITH SIAM TANK #57 KNIGHTS OF THE ROAD: Annual agreement dated January 1, 2023 between the Town of Windham, owner of the property at 124 County Route 12, Tax ID #95.00-1-21 and Siam Tank #57, aka Knights of the Road. There is a new president this year, Phillip Devlin Jr. A motion to approve the contract and allow the Supervisor to sign was made by Councilman Walker, 2nd by Goettsche, with all in favor.

3.WINDHAM CHAMBER OF COMMERCE seeking permission to use the Centre Property for **July 4, 2023 event.** The front lawn will have a band prior to the parade. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor. The **Autumn Affair event October 7 & 8, 2023 @ 8:00 am to 6:00 pm** each day for the use of the building inside and the front lawn. A motion to approve was made by Councilman Goettsche, 2nd by Councilman Walker, with all in favor.

4.TOWN CLERK’S REPORT FOR DECEMBER 2022: \$1,301.15. A motion to approve was made by Councilman Walker, 2nd by Councilman Peters, with all in favor.

5.JUSTICE REPORT FOR STEVENS: November 2022 \$175.00 and December 2022 \$668.00; and MCCARTHY December 2022: \$2,889.00 was noted by the Board.

6. TOWN BOARD RESOLUTION #2 OF 2023 (for the year 2022) the following resolution was proposed to transfer funds to balance the Sewer District accounts. A motion to adopt this resolution was made by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor. TOWN BOARD RESOLUTION #3 OF 2023 (for the General Fund year 2022) to authorize the Supervisor to use \$20,432.95 from Unanticipated Revenue in account 1640405 Ambulance-Charges to balance accounts in the General Fund as per General Fund Resolution #1 of 2023. A motion to adopt this resolution was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor. TOWN BOARD RESOLUTION #4 OF 2023 (for the Streetlighting Fund year 2022) to authorize the Supervisor to use \$319.94 from Unanticipated Fund Balance to balance the accounts in the General Fund as per Streetlighting Fund Resolution #5 of 2023. A motion to adopt this resolution was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. TOWN BOARD RESOLUTION #5 OF 2023 (for the year 2022) the following resolution was proposed to transfer funds to balance the Streetlighting District accounts. A motion to adopt this resolution was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. Supervisor Hoyt would like to open a new resolution for the ambulance district. ~~TOWN BOARD RESOLUTION #6 OF 2023 (for the year 2022) the following resolution was proposed to transfer funds to balance the ambulance district fund accounts. A motion to adopt this resolution was made by Councilman Peters, 2nd by Councilman Walker, with all in favor.~~ **SUPERVISOR HOYT WOULD LIKE TO RESCIND (REDESIGNATE) town board resolution #6 of 2023 to be AMBULANCE DISTRICT FUND RESOLUTION #1 OF 2023** this is now a district and not part of the town. This should be a stand-alone resolution. A motion to approve the change was made by Supervisor Hoyt, 2nd by Councilman Walker, with all in favor. AMBULANCE DISTRICT RESOLUTION #1 OF 2023 (for the year 2023) The following resolution was proposed to transfer funds to balance the ambulance district accounts. A motion to adopt this resolution was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor. GENERAL FUND RESOLUTION #1 OF 2023 (for the year 2022) the following resolution was proposed to transfer funds to balance the General Fund accounts. A motion to adopt this resolution was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. GENERAL FUND RESOLUTION #2 OF 2023 (for the year 2023) the following resolution was proposed to transfer funds to balance the General Fund accounts. A motion to adopt this resolution was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor. HIGHWAY FUND RESOLUTION #2 OF 2023 (for the year 2022) the following resolution was proposed to transfer funds to balance the Highway Fund accounts. A motion to adopt this resolution was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor.

7. AMBULANCE REPORT: Ambulance Administrator Davia Montie was not present. No report was submitted for the Board. Two Employee Retirement letters were submitted for the Board's review. **Colleen Shaw** notified the Board that as of 12/31/2022 she will be retiring from her EMT position at the Town of Windham Ambulance. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. **William Shaw** notified the Board that as of 12/31/2022 he will be retiring from his driver position at the Town of Windham Ambulance. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor.

8. ASSESSOR'S REPORT: Richard Tollner submitted the following report for the Board's review: "Would still like to discuss with Town Board or Town Board member getting a drone. The drone can be stored in the town office supply closet, where it is available to Windham FD and Windham PD for their use for work or emergencies. Tax calls virtually ZERO. Credit Kathy Murray, Edie Buel, and our office for constant updating and reviews. There was but one complaint about tax bills thus far this year. Reviews and site visits continue for Tentative Roll due March 1, 2023. Requests for Exempt Properties paperwork going out this week, as well as Disabled, and religious properties. We send virtually completed documentation to ease paperwork burden of those parties. Photo database had added another 500 Tax Map numbered photos. Our contact database doubled last year. This helps expedite calls to taxpayers by Windham P.D., Water & Sewer inquiries and this office as well. Sales volume and calls are back to normal, Pre-Pandemic levels, after @ two years)".

9. HIGHWAY REPORT: Highway Superintendent Gary Thorington was present. One full-time highway employee has given his 2-week notice. A written letter of his resignation was submitted

to the Board. Tyler Fredenburg's last day of employment with the Town of Windham Highway dept will be 01/06/2023. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor. Highway Superintendent Gary Thorington has a new hire that is ready to go and he would like to ask permission to have George Scherer start. George Scherer is a Windham resident. A motion to make the hire was made by Councilman Goettsche, 2nd by Councilman Walker, with all in favor. The 284 form is a work in progress to prepare. Doyle Security was in yesterday for the annual security check and has passed. The garage door in the police pole bard has been fixed. Highway Superintendent Gary Thorington may need assistance with; he was speaking with the land owner at the end of Jenny's Notch (which is a by-use roadway) this is the turn-around spot for the winter plow truck. "The best solution would be like to do a permanent easement, small drainage & remove one dead tree." Supervisor Hoyt would like to see an overview map of this area; and will speak to the Town Attorney on how to proceed.

10.POLICE REPORT: Police Chief Tor Tryland was present. The Chief handed to the Board information on TLOxp. This would be a great tool for us to find people, do background checks; this tool would be a great asset to the police, court, assessor and billing departments. There is a monthly fee of \$75.00 for 7 full searches or \$100.00 for unlimited use and can be cancelled at any time. The searches are for public works not specifically for the police. The Chief would like permission to try this on a trial period of 3-months. The Chief and Officer Schoenborn will use the search and any dept can contact either of them for the search. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Goettsche, with all in favor. Weekends have been busy with parking issues. The Chief may possibly add a second patrol for a few hours for this i.e., 6:00 pm to 9:00 pm. The Board was provided with a copy of the following activity report for the month of **December 2022**: *Arrests-0; Traffic Tickets-14; Traffic Stops-25; Parking Tickets-4; Calls for Service-60; Property Checks-205; EMS Assist-9; Fire Assist-6; and EID, Alarms-9.* (Per the Chief, please do not place all the weight on these numbers as each month is subject to change.)"

11.COMMITTEE REPORT: **Councilman Van Valin** Alpine Flooring was in to measure for 3-new window blinds that meet the public in the hallway; the Supervisor, Town Clerk and Court's offices. The furnace at the Centre Property is taken care of there is no odor. **Councilman Walker** CWT Meeting on Monday. **Supervisor Hoyt** state that "the State has recently passed a law on "open spaces". Councilman Walker brought in a complaint letter from a tax payer who currently lives near a newly planning board passed subdivision. The letter will be given to the Town Attorney to follow up on. **Councilman Goettsche** is getting a lot of complaints from various people about irresponsible dog owners allowing their dogs to run off leash on the Windham Path and other town properties. And the dog owners are not picking up their dog poop trash or they are picking up and leaving the bags behind. This is an ongoing conversation in town. **Supervisor Hoyt** stated that the Windham Foundation is working on a dog park, this might help? **Councilman Peters** Open ambulance shifts are filling up nicely. Currently, before the meeting, Councilman Peters checked the shift for the weekend and there are three open second shifts all on Sunday. The ambulance staff are not taking non-emergencies calls in other towns and are staying in our town. **Supervisor Hoyt** at the little league field there was been some unauthorized users and dogs. The gates have been locked. Supervisor Hoyt has asked the President of the Little League to order signs to be posted. Councilman Goettsche will put a notice on the Facebook page. The highway dept does not need the extra clean-up in the spring. **Supervisor Hoyt**, "you may have heard on the WRIP Radio that we have received a \$72,000 grant. The grant money will go towards the next step for a new committee to work on another project like that of the Comprehensive Plan. Something our Town Board should be aware of; another local community has been written up by the State Comptroller's office for their account balances. The Board should make sure everyone is familiar with this and the numbers will help us with our budget. There is a book in the office for their review. We had an issue with the Highway MOA. The contract said through 2023 but no wage was given for the year 2023. We have a written draft and the union is fine with it. We are just waiting to sign it. We have also asked the union for the next contract that will start towards the end of 2023. **Highway Superintendent Gary Thorington** received a call today that there will be a highway union meeting with the employees tomorrow morning at 7:00 am.

GENERAL FUND WARRANT #1-G contained vouchers #1-69, totaling \$89,320.00 was audited and approved for payment on a motion by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor.

HIGHWAY FUND WARRANT #1 contained vouchers #1-13, totaling \$14,301.70 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

SEWER DISTRICT FUND WARRANT #1 contained vouchers #1-33, totaling \$75,904.87 was audited and approved on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

STREETLIGHTING FUND WARRANT #1 contained vouchers #1-14, totaling \$1,988.96 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

CAPITAL AMBULANCE BUILDING WARRANT #6 contained vouchers #17-18, totaling \$15,845.25 was audited and approved for payment on a motion by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor.

AMBULANCE DISTRICT FUND WARRANT #1 contained vouchers #1-3, totaling \$20,071.64 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

GENERAL FUND PAYROLL WARRANT #26-P for **General** contained 6 claims, totaling \$5,905.23 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. **Ambulance** payroll contained 17 claims, totaling \$16,519.78 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. **Police** payroll contained 11 claims, totaling \$10,321.71 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. (Printed 12/30/2022)

HIGHWAY PAYROLL WARRANT #26-P contained 5 claims, totaling \$14,186.54 was audited and approved for payment on a motion by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor. (Printed 12/30/2022)

SEWER DISTRICT FUND PAYROLL WARRANT #26-P contained 1 claim, totaling \$68.10 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. (Printed 12/30/2022)

GENERAL FUND PAYROLL WARRANT #1-P for **General** contained 6 claims, totaling \$6,088.91 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. **Ambulance** payroll contained 18 claims, totaling \$21,003.90 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. **Police** payroll contained 0 claims, totaling \$0.00 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. (Printed 01/13/2023)

HIGHWAY PAYROLL WARRANT #1-P contained 5 claims, totaling \$8,855.30 was audited and approved for payment on a motion by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor. (Printed 01/13/2023)

SEWER DISTRICT FUND PAYROLL WARRANT #1-P contained 1 claim, totaling \$68.78 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. (Printed 01/13/2023)

TOWN BOARD MEETING (CON'T)

JANUARY 12, 2023

The meeting adjourned at 7:56 pm on a motion by Councilman Peters, 2nd by Councilman Walker, with all in favor.

SUPERVISOR

COUNCILMAN

COUNCILMAN

COUNCILMAN

COUNCILMAN

TOWN CLERK

OFFICIAL