



**TOWN OF HILLSDALE  
BOARD MEETING  
May 17, 2022**

**DRAFT**

A regular meeting of the Hillsdale Town Board was held on Tuesday, April 12, 2022 remotely through a ZOOM Conference call at 7:00 pm with the following members:

<b>PRESENT:</b>	Supervisor	Chris Kersten
	Councilmember	Tom Carty
	Councilmember	Steve Tiger
	Councilmember	Joanna Virello
<b>ABSENT:</b>	Councilmember	Robina Ward

**OTHERS PRESENT:** Kathi Doolan, Town Clerk; Elizabeth Sheer, Deputy Town Clerk; Matt Cabral, Town Attorney; Richard Briggs, Highway Supervisor; Meg Wormley, Gretchen Stevens; Howard VanLenten, Matthew White, Tod Wohlfarth, Kelly Sweet, Joyce Lapenn, Jim Lapenn, Barbara Pascale and other members of the public

The meeting began with the Pledge of Allegiance led by Supervisor Kersten. The Supervisor asked for a moment of silence to pay tribute to the one million persons in the US who have succumbed to COVID, the brave and resilient citizens of the Ukraine, and the ten victims of the shooting in Buffalo last weekend.

**Accept Minutes**

Since the Board did not receive the Minutes with enough time to review them, the acceptance is moved until the June meeting.

**Supervisor's Report** – Supervisor Chris Kersten.

- On the County level, there is new pavement on the Hillsdale Transfer sub-station and repair of the shed.
- Funding for a second Hazardous Waste Day was approved by the Board of Supervisors for June 5 at the Fire Training Center, 85 Industrial Tract, Hudson. Paint cans are a new addition this year. There will now be two Hazardous Waste Days scheduled each year.
- Supervisors attending the meeting were trained on the emergency use of NARCAN for those suffering from overdoses. Supervisor Kersten will share the training PowerPoint presentation and/or schedule a live training session for the Board upon request.
- Categories for the \$11.5 Million County ARPA funds Spending Plan: Revenue Loss; Premium Pay; Community Partnerships; Infrastructure; Public Safety; other Consulting services. The Town will be receiving approximately \$164,000 and will be working on this soon.
- Columbia Forward, a partnership between the Columbia Economic Development

Corporation (CEDC) and the Chamber of Commerce is a County-wide initiative to continue helping businesses recover from the negative impacts of COVID-19 and support business expansion and job growth. The program will make businesses aware of the many existing support programs.

- The Town's Annual Update Document (AUD) filed for 2021 shows a General Fund unassigned Fund balance of \$1,194,479 as of December 30. This is an increase of approximately \$211,303.00 over 2020, mostly due from sales tax and mortgage tax receipts. The unassigned Fund balance allows the Town to consider funding for priority projects consistent with the new Fund Balance policy adopted by the Board last December.
- The Highway Fund has an unappropriated fund balance of \$841,896, an increase of \$145,506 over 2020 which is the result of careful budgeting and spending throughout the fiscal year.
- Tri-Town Housing Task Force meeting May 9 was joined by Gunnar Wordon, Deputy Chief of Staff to Assemblywoman Didi Barrett. He advised the group that New York state is budgeting \$25 Billion to help address the urgent issue of affordable housing. On May 10, Supervisor Kersten met with Assemblywoman Barrett and briefed her on the Town's priorities. The Supervisor stated he believes Hillsdale will soon fall into Barrett's 106<sup>th</sup> Assembly District.
- The Supervisor will participate in this year's Memorial Day parade and invited the Board to ride in a car with him.

**Highway Superintendent – Richard Briggs.**

The Crew started working on the Texas Hill project. Completed 90% of the grading and calcium Town roads and patched potholes. Cemetery mowing completed. Hauling and spreading gravel before the weekend. Clean-Up day was lost in communication. He requested the Board promote it more in the future.

Superintendent Briggs stated that he distributed the amended 284 Budget Agreement with the State.

**Resolution. Adopt the amended 284 Budget from the State.**

On a motion by Councilmember Steve Tiger and seconded by Councilmember Joanna Virello to adopt the amended 284.

**Adopted Vote**

Ayes – 5

Nays – 0

**Resolved to adopt the amended 284 Budget from the State.**

Highway Superintendent Briggs added his Budget concerns. Costs are increasing.

Blacktop is up \$18.00 a ton and there are delays in shipments. Briggs is requesting some of the additional funding the Town is receiving be used for Highway projects.

He added the Memorial Day parade will begin in Town and end at the Firehouse.

**Town Clerk – Kathi Doolan.** The office has masks and COVID Test Kits available to the Public. Shredding bins will be in Town Hall June 6 – 24. Applications for Summer Camp are still available. The deadline has been extended. Marriage license requests are on the increase.

**Fire District** – Joe Hanselman, Jr. Not in attendance.

**Tax Collector** – Joe Hanselman, Jr. Not in attendance.

**Public Comments** – Meg Wormley asked the Board to consider the liabilities of changing the leash law in the Park. How much liability is there for the Town if dogs are not on a leash and attack another dog or a person? The Supervisor stated that Councilmember Joanna Virello will be discussing the issue.

**Sewer District** – Supervisor Kersten.

The Sewer system ran about 12,000 gallons per day in April versus the usual 10,000. This was contributed to by excessive rains.

Sewer task force meeting May 24 at 5:00 pm at Town Hall.

The Board is moving forward with a more intensive review of expenses between 2014 and 2020. CPA Bob Patterson has submitted a Letter of Engagement to conduct a review starting in June and concluding in September. The letter was distributed to the Board and posted online for the public. Two documents were included, one for 2014 – 2020; the other January 2018 to 2020. It was decided to review the years 2014 - 2020. The charge between \$12,000 and \$14,000. The Town will absorb the cost rather than adding to the debt.

**Resolution. Retain the services of Bob Patterson to conduct a Sewer district income review.**

On a motion by Robina Ward and seconded by Joanna Virello to retain the services of Bob to conduct a Sewer district income and expense review from 2014 - 2020 with the understanding Town records are available.

**Adopted Vote**

Ayes – 5

Nays – 0

**Resolved to retain the services of Bob Patterson to conduct a Sewer district income review.**

## **Town Board Reports**

**Human Resources** - Steve Tiger. The Employee Handbook is in. There are two available in Town Hall and one for the Highway Department.

**Infrastructure** – Robina Ward. Rethinking the Mold Mitigation project because there is no mold in the building and because of costs.

The Chiller in Town Hall quit last week. Bradway will install June 8 and June 9.

Engineering update. Researched a company called Bidnet recommended by Tim Moot which is a website for municipalities to accept bids. There is no cost to join and the Town can post every RFP. The opening for the Engineer will be posted in the Register Star and Times Union.

**Parks.** Joanna Virello. Applications for the Summer Youth program are coming in. The Garden beds are prepared for the Youth program which ties in to the community

garden. Four Volunteer gardeners. Vegetables to be donated to Food Pantry.

**New Dog Plan.** Calls come in every week about problems with dogs off leash. She stated she would like to put in an open, controlled fenced-in program. Most people let their dogs off leash in the park. It can be a liability for the Town and the State. There needs to be better signage. The Town has a leash law. It needs to be enforced. Will propose new language for signs.

Joanna reported she has shared the Farmer's Market agreement with the State. There is one change in the wording of liability, from the Town of Hillsdale to the people of New York State. The contract is ready.

### **Committee reports.**

**CAC.** Gretchen Stevens. The Board was sent a proposal for a Local Law adopting the NRI booklet as an official Town document. Adopting the NRI would mean that the Town agencies reviewing anything that effect land and water would need to consider information in the NRI.

The documents describes resources and legislation on how the Town can protect natural resources. In Columbia County Ancram and New Lebanon have adopted NRIs.

Supervisor Kersten suggested Matt Cabral, the Town attorney review and adjust the language according to Code 360 requirements. and come back to the Board for review.

**Economic Development.** Tom Carty. IGA Mural project. Tom stated the committee would like to have the IGA Mural project appear on the HECDC fund-raising page. He introduced Matt White to speak about the plan for the project. Matt replied that this project has been on wish list of the Economic Development committee for two years. The goal is a way-finding map for visitors and residents placed on the angled corner of the IGA. Chuck and Laurie Weldon, owners of the IGA, have donated the wall. The budget for materials, design and painting, \$5,000. The committee has a pledge of \$2500. They request approval to start fund-raising. The artist is Jane Buck. The mural will be 10 ft x 12 feet.

### **Resolution. IGA Mural Project Approval**

On a motion by Tom Carty and seconded by Robina Ward to approved the IGA Mural project raise funds through the HECDC and promote the project on the HECDC fund-raising page.

### **Adopted Vote**

**Ayes – 5**

**Nays – 0**

**Resolved to approve the IGA Mural project to appear on the HECDE fund-raising page.**

### **Town Entrance Sign. Tod Wohlfarth.**

Tod reported that the committee has been looking for a site to place a Town entrance sign on Route 23 for drivers coming from East to West. They contacted Ian Williams, who owns the former grocery store on Route 23 and Collins Street who agreed to let them use the side of the building. Since it is a historic building from the 1820's, a vintage billboard has been created. The cost is \$651.00 plus tax. The committee has \$750 in their budget.

**Motion. Approve project for a Vintage billboard.**

On a motion by Robina Ward and seconded by Tom Carty to approve the project for a Vintage billboard.

Motion Vote

Ayes – 5

Nays - 0

**Motion Carried.**

**Creation of Event Coordinator for all Town Committees.**

Recommended by Tom Carty and Robina Ward to help committee when putting on events and reporting earnings and expenses.

Establish each Town Committee have their own event coordinator who would not be the Chair. The Event Coordinator would manage all money for event and work with all the people working on the event. The Goal - raise and report money, review and deposit expense money. This is a non-paying position,

**Resolution. Create the position of Event Coordinator for all Town Committees.**

On a motion by Tom Carty and seconded by Joanna Virello to adopt this position as part of the committee structure.

**Adopted Vote**

Ayes – 5

Nays – 0

**Resolved to create the position of Event Coordinator for all Town Committees.**

**Events.** Robina Ward. Two applications for events.

Flea Market, July 2; Rain date, July 3. Revenues, \$1,160.00; expenses \$560.00 with a projected income \$600. Includes charging for vendor and registration fees and water and a small tent.

**Resolution. Approve Flea Market Event.**

On a motion by Tom Carty, seconded by Steve Tiger to approve the Flea Market event.

**Adopted Vote**

Ayes – 5

Nays – 0

**Resolved to approve the Flea Market event.**

Car Show. This is a repeat of last year's event and organized by Gaye Hoffman. It is separate from the Hamlet Committee. Projected income, \$4,450.00. Expenses, \$1,400.00. Anticipating profit of \$3,000.

**Resolution. Approve Car Show Event.**

On a motion by Robina Ward and seconded by Joanna Virello to approve the Car Show event on September 18, 2022.

**Adopted Vote**

Ayes – 5

Nays – 0

**Resolved to approve the Car Show event on September 18, 2022.**

**Hamlet Committee.** Tom Carty. The committee is asking for approval of revised copy

for the Hamlet Park website which has been distributed to the Board.

**Motion. Approve revised copy for the Hamlet Park on the website.**

On a motion by Tom Carty and seconded by Robina Ward to adopt the revised copy for the Hamlet Park.

**Motion Vote:**

Ayes – 5

Nays – 0

**Motion Carried**

**Public Comments.** Kelly Sweet has questions about the Sewer debt following last week's meeting. She asked why the Town was charging interest to pay back the loan. The Supervisor stated the interest is necessary with a loan. Councilmember Ward stated the Town is still reviewing this.

The Supervisor stated the Sewer meeting scheduled for community on May 24 is cancelled as the Board is still looking at the facts. It will be rescheduled in August or September.

Tod Wohlfarth commented on wanting to help with the new dog plan for the Park.

Mike Dvorak offered to help clean some of the Historic signs with increasing mold. He commented there was an accident on Route 7 and 23 this morning. That is in the town of Copake and the Supervisor suggested talking with Jean Mettler, Copake's Supervisor.

Joyce Lapenn reported the Safe at Home committee is resuming Coffee Hours to be held at the Hillsdale House the last Tuesday of the month. There will be speakers at each event.

Phyllis Granat asked about the Event Coordinator position.

**Continuing/New Business**

**Bookkeeping Services.** The Supervisor stated he has a proposal from Bob Patterson, the Town's CPA, for additional Bookkeeping Services. The Board wanted to conduct a search. Two candidates presented themselves. One did not meet the criteria; the other decided not to pursue. There are no additional candidates.

Bob Patterson renegotiated his earlier letter of proposal reducing the fee from \$1,000.00 a month to \$800.00 a month.

**Resolution. Hire Bob Patterson to perform bookkeeping services between June 1 and December 31.**

On a motion by Tom Carty and seconded by Steve Tiger to hire Bob Patterson to perform Bookkeeping services between June 1 and December 31 with payment from the unallocated fund balance.

It is the intent to continue the search.

**Adopted Vote**

Ayes – 5

Nays – 0

**Resolved to hire Bob Patterson to perform Bookkeeping services.**

**Solar Panels.** Tom Carty reported the Town Attorney said the funds to pay for them cannot come out of ARPA funds. Discussion. The Supervisor said the County is installing Solar panels using ARPA funds. During the last meeting, the Attorney had said he was attending a seminar on the use of ARPA funds. Tom will go back and ask him again.

On a motion by Tom Carty and seconded by Robina Ward to approve payment of the Solar Panels from the General Fund if it cannot be reimbursed through ARPA Funds.

Ayes – 5

**Resolved to approve payment of the Solar Panels.**

On a motion by Robina Ward and seconded by Joanna Virello to approve paying \$3,731.00 from the unappropriated fund balance to NYSEG for the new street lights.

Ayes – 5

**Resolved to pay \$3,731.00 from the unappropriated fund balance to NYSEG for new street lights.**

**Resolution. Pay Bills, Abstract #5**

General	\$
Highway	
Parks	
Sewer	
Lighting	
Capital	

Ayes – 5

**Resolved to pay the bills as presented subject to adjustments.**

**Adjourn Meeting**

On a motion by Joanna and seconded by to adjourn the meeting at 8:45 pm.

**Motion Vote:**

Ayes – 5

Nays – 0

**Motion Carried**

The next Town Board meeting will be Tuesday, June 14, 2022 at 7:00 pm.

Respectfully Submitted,

Kathi Doolan, Town Clerk