

Regular Monthly Meeting, Hillsdale Town Board
Tuesday, May 18, 2010

I. Call to order

Supervisor Art Baer called to order the regular meeting of the **Hillsdale Town Board** at **7:30 pm** on **May 18, 2010**, in the **Hillsdale Town Hall**. The meeting began with the Pledge of Allegiance.

II. Attending

The following persons were present: Supervisor Baer, Board Members Peter Cipkowski, Christian Kersten, and Augie Sena; Town Clerk Julie Kane, Highway Superintendent Richard Briggs, Tax Collector Joe Hanselman; and 3 members of the public.

III. Committee Reports

- a) SEWER COMMITTEE: Mr. Sena reported that the sewer system is operating at an average 30% of capacity, with a maximum usage rate of 40% of capacity.
- b) PARKS AND RECREATION COMMITTEE: Mr. Kersten reported that work to bring electrical service to the barns at Roe-Jan Park is nearing completion and that the “Flowers to Power” fundraiser for this project had 134 registered guests. He continued, stating that a survey has been prepared as part of the Park planning process and that it will be distributed to the public beginning Memorial Day weekend; he also reported that the Dog Run is still scheduled to open officially in July. Regarding the traffic concerns on Route 22, Mr. Kersten reported that he had contacted NY State Department of Transportation which had promised to investigate the problem.

IV. Other Business

Mr. Sena suggested to the Board that the Town purchase official “Yield to Pedestrian” signs to be used at the crosswalk across Route 23 at Anthony Street. On a motion by Mr. Sena, seconded by Mr. Kersten,

Adopted by a vote of a vote of 4 ayes and 0 nays,

the Board resolved to authorize the purchase of two portable “Yield to Pedestrian” signs to be used at the crosswalk on Route 23 at Anthony Street in the Hillsdale hamlet.

V. Committee Reports, continued

- a) COMMUNICATIONS COMMITTEE: Mr. Cipkowski reported that he has been collaborating with Iona Lutey to synchronize the Town calendar, newsletter and new web site. He added that the 2009 Annual Report had been distributed in hard copy and via the web site.

A member of the public requested that the Planning Board and Zoning Board of Appeals agendas be posted on the web site and reminded the Board that the ZBA minutes have not been posted at all in 2010.

- b) HIGHWAY DEPARTMENT: Richard Briggs, Highway Superintendent, reported that once again, street signs are being stolen, this time in the Mitchell Street area. Mr. Baer reported that, in order for Hillsdale to receive the approximately \$271,000 in FEMA funds it is due, Congress will have to authorize additional funds to FEMA. He added that he is pursuing this with Sen. Gillibrand.
- c) BUILDING DEPARTMENT: Mr. Baer presented the Board with the proposed municipal agreement, prepared by Building Inspector Glenn Smith, to combine Building and Zoning Departments in Hillsdale, Austerlitz and Canaan, noting that the plan projects Hillsdale would receive seven hours per week of departmental time and would realize a savings of \$5400 per year. He added that Mr. Smith is projecting a 20% reduction in current departmental revenues which he attributes to the recent 20% reduction in staff hours. Mr. Baer stated that discussions with Mr. Smith would continue.

VI. Other Business, continued

- a) LIBRARY UPDATE: Meg Wormley informed the Board that the new library building is in the final stages of construction and that the Library Board is estimating that the Library will move into the new facility in mid-July, assuming that funds can be raised to cover certain construction costs. Mr. Baer added that the Town is waiting for a date certain from the Library Board in order to schedule the closing.
- b) FINANCIAL REPORTS: Mr. Baer presented the April financial reports to the Board, noting that the General Fund is in good shape with mortgage tax revenues coming in higher than projected. He added that the Highway Fund has been hurt by the delay in receiving the FEMA funds.
- c) Mr. Baer informed the Board that Verizon has applied to build a 180 foot cell phone tower in Philmont near the reservoir and added that Hillsdale residents have been invited to comment to Philmont during the SEQR process.
- d) HISTORIC PRESERVATION SUBCOMMITTEE: Mr. Baer reminded the Board that the Hillsdale Hamlet had received state and federal designation as an historic district, adding that tax credits are available to owners of historic properties for certain renovations. He reported that the Town has been asked by the Historic Preservation Subcommittee to consider a resolution temporarily freezing the Town's assessment of an historic property when certain improvements to it are made. Members of the Board expressed interest in studying this idea.

Mr. Baer also reported that the Town had been requested by the Subcommittee to close Cold Water Street to through traffic for the Historic House Tour to be held on July 31 from 11:00 to 3:00.

- e) COMMUNITY DAY: Mr. Briggs, as Chairman of Community Day, reported that plans are on schedule with a Firemen's Muster planned, as well as fireworks in the evening.
- f) RECORDS INVENTORY: The Town Clerk presented the Board with plans to conduct an inventory of records maintained by the Town over the summer months. On a motion by Mr. Cipkowski, seconded by Mr. Kersten,

Adopted by a vote of 4 ayes and 0 nays,

the Board resolved that

WHEREAS it is in the interest of the citizens of Hillsdale for the Town to maintain public records in a manner that maximizes access to those records and enhances the efficiency of Town employees; and

WHEREAS it is a responsibility of the Town of Hillsdale to ensure that records are retained as long as they are needed for administrative, fiscal, legal or research purposes; and

WHEREAS the Town of Hillsdale has adopted the Records Retention and Disposition Schedule MU-1 for use in determining the retention period for all Town records; and

WHEREAS the Town of Hillsdale has a need to plan for records storage and access in the new Town Hall Building; and

WHEREAS the Town of Hillsdale has a need to identify the volume of records to be maintained in long-term record storage;

the Town's Records Management Officer will conduct a Records Inventory to locate, identify, and describe all records series held by the Town of Hillsdale, whether the records are in electronic, paper, micrographic, or any other format; and

FURTHER that the head of each Town department will be responsible for assisting the Records Management Officer in collecting data concerning departmental records; and be it

FURTHER that the Records Management Officer will create a searchable electronic data base which will contain the records collected during this Inventory; and be it

FURTHER that this Records Inventory will be completed by September 15, 2010.

- g) PAY BILLS: On a motion by Mr. Sena, seconded by Mr. Cipkowski,

Adopted by a vote of 4 ayes and 0 nays

It was resolved to pay the Town's bills in the following amounts:

General Fund	Voucher #118 - #150	\$ 19,549.78
Highway Fund	Voucher #114 - #131	\$24,604.98

Parks Fund	Voucher #13 – 15	\$ 253.99
Sewer District #1	Voucher #19 – 23	\$ 989.89

VII. Adjournment

On a motion of **Mr. Kersten**, seconded by **Mr. Sena**,

Adopted by a vote of a vote of 4 ayes and 0 nays:

Supervisor Baer adjourned the meeting at **9:10 pm**.

Minutes submitted by: Julie Kane, Hillsdale Town Clerk

Minutes submitted by: Julie Kane, Hillsdale Town Clerk, to be accepted by the Hillsdale Town Board at the June, 2010, Regular Board Meeting.