

ROXBURY TOWN BOARD
January 13, 2025
Organizational / Regular Meeting
Town Hall

Part of our meeting is set aside for public comments. During this time, members of the community have the opportunity to comment to the board on matters of interest. Comments will be given in a civil manner, will be of reasonable duration, and will respect the privacy of all individuals. Specific questions will be passed along to the appropriate employee who will respond with the information requested in the days following the meeting. Questions of general interest will be referred to the administration for inclusion as a future Board agenda item.

Call To Order 6:00 pm – Public Hearing

▶ Proposed Local Law to amend the income limits for partial tax exemption for persons 65 years of age or older

Immediately following Organizational/Regular Meeting

Pledge of Allegiance

Minutes December 9, 2024 Regular Meeting

Requests to Speak: Alexander Zivian – Requesting to sell cannabis within the town

Department Reports:

- ▶ Michael Harrington – Water Project Update
- ▶ Water / Sewer
- ▶ Planning Board
- ▶ Building & Grounds
- ▶ Highway
- ▶ Assessor
- ▶ Building Inspector
- ▶ Kirkside Park / Community Resources
- ▶ Civic Center rental report
- ▶ Grants
- ▶ Health Officer

Old Business: Building permit fees, transfer station fees, park rental fees and water districts fees

Letters to the Board: ▶ Letter from Robert Cole resigning from the Planning Board effective 10/18/24
▶ Letter from Bonnie Walker regarding the Community Aid Fund and Dan's Food Pantry and the possibility of moving into the old Town Hall building
▶ Letter from Danyelle Gockel requesting storage space at the Civic Center for 8 weeks.

Discussion from residents

ISSUES FOR ADOPTION/DISCUSSION

- Resolution - Appointments & Committees
- Supervisor appointment of Deputy Supv.
- Supervisor appointment of Bookkeeper
- Hwy. Supt. appointment of Dpty. Hwy. Supt.
- Town Clerk appointment of Dpty. Town Clerk #1
- Registrar appointment of Dpty Registrar

- Tax Collector appointment of Deputy Tax Collector
- Resolution-Official Undertaking manner and verbiage for Elected & Appointed officials
- Resolution-
 1. Town Board Meeting Schedule for 2025 (2nd Mondays @ 6 pm @ Town Hall, April & August @ GG Civic Center, October meeting will be Tuesday Oct 14th due to Columbus Day and November meeting is Thursday Nov. 6th)
 2. Planning Board meeting schedule for 2025 (third Wednesday of month @ 7:30 pm @ Town Hall)
 3. Historic Preservation Committee meeting schedule for 2025 (Jan, Apr, Jul, Oct the 3rd Friday @ 10:00 am @ Town Hall)
- Resolution- reviewed and re-adopt or changes needed for following policies:
 - Procurement Policy
 - Investment Policy
 - Sexual Harassment Policy
 - Computer Use Policy
 - Local Privacy Notification Policy
 - Code of Ethics
 - Travel Re-Imbursement Policy
 - Section 504 Grievance Procedure
 - Workplace Violence Prevention
 - Employee Handbook
 - Drug Free Awareness Program
 - Limited English Proficiency Policy
 - Fair Housing Policy
- Resolution-appoint Code Enforcement Officer (Building & Fire Inspector)
- Resolution-designate Supervisor & Deputy Supervisor as check signers
- Resolution-approve/change following designations:
 - Mountain Eagle official newspaper
 - NBT Bank N.A & Wayne Bank for banking
 - Mostert, Manzanaro & Scott, LLP as Town CPA
 - Mileage rate per IRS \$.70 for personal car use for business
- Resolution payment to Election Inspectors for mileage to attend annual Election Inspector training
- Resolution-payment of costs to attend training/meetings required for the position, including lodging and meals for Supervisor, Highway Supt/Dpty Hwy Supt., Town Clerk, Justice, Assessor Office personnel, Bookkeeper, Parks Director, Building Inspector and Town Board
- Resolution-approve payments to contingent upon receiving a signed agreement:
 - Roxbury Library Assoc. \$20,000 as per budget
 - Roxbury Legion Post \$150 per budget
 - Roxbury Sr. Club \$500 per budget
 - Catskill Recreation Center \$2,500 per budget
- Resolution-Delaware County Planning Dept. contract for 2025 in the amount of \$3,500
- Resolution-approve the following written department reports:
 - *Town Clerk monthly report for December 2024 in the amount of \$2,169.75 (Town Clerk \$179.75 and Building Permits \$1,990.00)
 - *Supervisor's monthly report for November 2024
 - *Water monthly report for December 2024 reflecting receipts in the following amounts: Denver \$41.14; Grand Gorge \$663.25 and Roxbury \$338.52
- Resolution- Transfer Roxbury Sewer District funds to Roxbury Sewer Capital Reserve fund \$2,078.00 per 2025 O&M Budget
- Resolution- approve Petty Cash:
 - Town Clerk \$100
 - Justice Clerk \$100
 - Tax Collector \$25
- Adopt Highway contract

- Adopt agreement between Delaware County Treasurer and the Town for the collection of taxes by credit card
- Adopt local law amending income limits for partial tax exemption for persons 65 years of age or older
- Adopt Kirside work-based learning program
- Annual Reports 12/31/24 distributed to Town Board:
 - *Building Permit report, bldg. permit activity list and open building permit list
 - *Highway Equipment list
 - *Town Clerk Annual receipts/disbursements
 - *Mandatory Training (Harassment & Discrimination and Violence Prevention) list of people not taken

AUDITS/BILL PAYMENTS

OTHER:

REMINDERS:

- ▶ This is the only meeting for January unless a Special meeting needs to be called for a specific Purpose