

November 7, 2024

Three Public Hearings and the regular monthly meeting of the Town Board was held November 7, 2024 at 6:00 pm at the Town Hall and via Zoom. Present were: Supervisor Allen Hinkley, Councilmen Kenneth Davie, Michael Hynes and Lisa Ciaravino, Budget Officer Beth Bush, Highway Supt. William Sprague, Assessor Clerk Stephanie Seminara, Parks Director Denise Johnston, Civic Center Scheduling Michael Martin, Water Operator Christopher Mattice, Sewer Operator Elisa Martin and 20 people in the audience. Present on Zoom: Town Attorney Kristin Pratt and 2 others. Absent: Councilwoman Deanna Osborn.

Public Hearing #1 – called to order at 6:02 pm. The Public Hearing was to hear all comments regarding the proposed Local Law to amend the Town Water Supply Law. Supervisor Hinkley stated that there were minor changes to section 9 to clarify who is responsible for repairs located outside the property boundaries of water users. There were no public comments. The Public Hearing closed at 6:05 pm.

Public Hearing #2 – called to order at 6:05 pm. The Public Hearing was to hear all comments regarding the proposed Local Law to Override the Tax Levy Limit for the 2025 Town Budget. Supervisor Hinkley stated that cost increase would cause us to go over. There were no public comments. The Public Hearing closed at 6:07 pm.

Public Hearing #3 – called to order at 6:07 pm. The Public Hearing was to hear all comments regarding the 2025 Preliminary Town Budget. Budget Officer Beth Bush stated that we are allowed a 2.73% increase and the Budget, as it now stands, is only \$5,000.00 above the Tax Cap. \*A community member asked what falls under publicity? Beth explained that the MARK Project, newspaper advertising and the Town website all fall under publicity. The Public Hearing closed at 6:10 pm.

The regular meeting was called to order at 6:11 pm with the Pledge of Allegiance.

On motion of Kenneth Davie second by Michael Hynes the Town Board approved the Minutes of the October 15, 2024 regular meeting and the Budget Workshop.  
AYES-4 Ciaravino, Hynes, Davie, Hinkley  
NAYS-0  
ABSENT-1 Osborn

A written report received by Mike Harrington regarding the status of the Water and Sewer projects was distributed to the Town Board.

Christopher Garofolo presented his Eagle Scout project. Christopher plans to improve the three landscape boxes below the welcome signs at both ends of 30 as you enter Grand Gorge, and at the Civic Center. Christopher talked about how he is working with the Community Action Group and the O'Connor foundation to help cover the cost of the materials needed. He hopes that by improving these areas it will create a more attractive and welcoming environment for those who visit and live here. Christopher plans to complete this project by May 2025. The Town Board recognized the hard work and dedication made by Troop 41 to the Town.

On motion of Lisa Ciaravino second by Michael Hynes the Town Board approved Christopher Garofolo's Eagle Scout Service Project Plan.

AYES-4 Ciaravino, Davie, Hynes, Hinkley  
NAYS-0  
ABSENT-1 Osborn

Water Operator Christopher Mattice submitted the monthly water reports to the Town Board and was present to report that well 2 is up and working. As a result, all testing had to be reset causing us to go back to testing everything. Chris stated that a lot more testing will need to be done in 2025.

Denver Sewer Operator Eli Martin submitted the monthly sewer report to the Town Board and was present to report that there had been some clogs in Denver and that they have since been resolved and things are working fine.

Highway Supt. William Sprague reported: 1) as of 10/24 Lower Meeker Hollow was open; 2) crews have been working to prep roads for stone and oil to be done in spring; 3) a meeting is scheduled for 11/8 with FEMA regarding reimbursement, and 4) Bill met with Trout Unlimited and DEC regarding culvert project funding; we have one definite project and possibly some others.

Parks Director Denise Johnston submitted a report to the Town Board and was present to report that Kirkside Barn is shut down for the winter and that scheduling has begun for the 2025 season.

Building and Grounds – Supervisor Hinkley stated that he would like to look into getting a sound system for the Town Hall.

Michael Martin submitted a schedule of events to be held at the Civic Center in November. Mike asked for some clarification regarding the use of facility application; Lisa Ciaravino is going to help with this.

Assessor Clerk Stephanie Seminara sent a written report to the Town Board and was present to advocate for increasing the senior income maximum to \$39,800.00, which is the 2024/2025 HEAP guideline. This increase might enable additional seniors to qualify for the senior exemption, and with the given rate of inflation it allows seniors currently receiving the exemption to remain at their current level.

On motion of Michael Hynes second by Kenneth Davie the Town Board approved moving forward with the proceeding steps to increase the senior exemption income table.

AYES-4 Ciaravino, Davie, Hynes, Hinkley  
NAYS-0  
ABSENT-1 Osborn

Margaret Ellsworth reported the following regarding grants:

Comp Plan- Near the final stage.

DRI- 11/12 last meeting to be held, then projects will be reviewed and sent to the State.

DOT- Awaiting response for sidewalk funding.

On motion of Lisa Ciaravino second by Kenneth Davie the Town Board accepted the resignation of Phillip Zorda as Planning Board Chairman effective 11/30/24.

AYES-4 Ciaravino, Davie, Hynes, Hinkley  
NAYS-0  
ABSENT-1 Osborn

Supervisor Hinkley went on to commend Phil for his many years of service to the Town as Planning Board Chairman, noting that he was exceptional to work with in his various contributory roles.

**RESOLUTION #66-ENTER INTO EXECUTIVE SESSION**

On motion of Kenneth Davie second by Lisa Ciaravino the following resolution was offered and adopted: “RESOLVED, motion made and seconded for the Town Board to enter into Executive Session at 6:46pm”

AYES-4 Hynes, Davie, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

**RESOLUTION #67– RESOLUTION TO EXIT EXECUTIVE SESSION**

On motion of Michael Hynes second by Lisa Ciaravino the following resolution was offered and adopted: “RESOLVED, motion made and seconded for the Town Board to exit Executive Session and return to the regular meeting at 7:12 pm.”

AYES-4 Davie, Hynes, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

It was stated there were no decisions from Executive Session.

On motion of Kenneth Davie and seconded by Michael Hynes the Town Board approved the following department reports:

\*Town Clerk monthly report for October 2024 in the amount of \$3,267.00 (Town Clerk \$377.00 and Building Permits \$2,890.00)

\*Supervisor’s monthly report for September 2024

\*Assessor’s monthly report for October 2024

\*Water Clerk’s monthly report for October 2024 reflecting the following receipts: Denver \$4,032.72; Grand Gorge Water \$3,930.64 and Roxbury \$ 5,365.92

\*Parks Dept. report for October 2024

\*Civic Center rental report for November 2024

\*Code Enforcement Officer monthly report for October 2024

\*Justice Court monthly report for September 2024

\*Water and Sewer District’s report October 2024

AYES-4 Hynes, Davie, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

There was no report from the Dog Control Officer.

The Town board tabled adopting the Local Law to override the Tax Cap Levy for 2025 Budget.

**RESOLUTION #68 – ADOPT 2024 BUDGET**

On motion of Kenneth Davie second by Lisa Ciaravino the following resolution was offered and adopted: “RESOLVED, the Town Board approves the following changes be made to the 2025 Preliminary Budget:

Fund	Account	
General	A8160.4	-\$3,000.00
	A7110.4	-\$3,000.00

BE IT FURTHER RESOLVED, the Town Board adopts the 2025 Town Budget with the changes stated above.”

AYES-4 Hynes, Davie, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

**RESOLUTION #69 -- RESOLUTION ADOPTING LOCAL LAW AMENDING TOWN OF ROXBURY WATER SUPPLY LAW**

On motion of Kenneth Davie second by Lisa Ciaravino the following resolution was offered and adopted: In the Matter of the Adoption of amendments to Local Law No. 3 of 2012 entitled “Town of Roxbury Water Supply Law” governing the operation of the Roxbury and Grand Gorge Water Districts:

**WHEREAS**, the Town of Roxbury Town Board has determined that damages to water lines located within the Roxbury and Grand Gorge Water Districts may occur and that the current Water Supply Law (Local Law No. 3 of 2012) shall be amended to expressly provide for financial responsibility in the event water lines are damaged;

**WHEREAS**, it is the intention of the Town of Roxbury to expressly provide that the Town will assume financial responsibility for repairs and/or replacements to water lines located within the Roxbury and Grand Gorge Water Districts located outside property boundaries of water users, so long as the damages are not the result of intentional acts or gross negligence of water users;

**WHEREAS**, the Town Supervisor introduced a Local Law amending the Town Water Supply Law to provide clarify as to the Town’s assumption of financial responsibility for repairs and/or replacements of water lines located within the Roxbury and Grand Gorge Water Districts during the regular Town Board meeting held on October 15, 2024;

**WHEREAS**, the Town Board adopted a resolution on October 15, 2024, scheduling a public hearing on the proposed Local Law for November 7, 2024;

**WHEREAS**, the public hearing on the proposed Local Law No. 3 of 2024 was held on November 7, 2024, at the Town of Roxbury Town Hall; and

**WHEREAS**, the Town Board reviewed and considered all public comments received on the proposed Local Law; and

**WHEREAS**, the proposed Local Law was on file for inspection at the Town Clerk’s office prior to the hearing and during the public hearing process; and

**WHEREAS**, the Town Board has prepared a Short Environmental Assessment Form (“EAF”) pursuant to the requirements of the New York State Environmental Quality Review Act (New York Environmental Conservation Law Article 8 and 6 NYCRR Part 617 or “SEQRA”) related to this action; and

**WHEREAS**, the Town Board has duly considered the contents of the EAF for the proposed Local Law and has completed Parts 2 and 3 thereof; and

**WHEREAS**, the Town Board has identified the relevant potential environmental impacts and has taken a hard look at such impacts stemming from adoption of the Local Law; and

**WHEREAS**, the Town Board hereby resolves that the adoption of this Local Law will not result in any significant adverse environmental impacts and therefore a negative declaration is hereby issued under SEQRA; and

**NOW, THEREFORE, BE IT RESOLVED** that Local Law No. 3 of 2024, entitled “Town of Roxbury Water Supply Law” is hereby adopted and Local Law No. 3 of 2012 is hereby repealed and the Town Clerk is hereby directed to file said Local Law with the Office of the Secretary of State in accordance with State Law.

**WHEREUPON**, the Resolution was put to a vote and recorded as follows:

AYES-4 Hynes, Davie, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

**RESOLUTION #70 – UNPAID WATER TO TAXES**

On motion of Michael Hynes second by Lisa Ciaravino the following resolution was offered and adopted: “WHEREAS, pursuant to subdivision 3 of Section 198 of the Town Law of the State of New York, all unpaid water rental balances due for the period ending September 30, 2024 must be received by

November 1, 2024; and

WHEREAS, if said water balances are not received by November 1, 2024 said balance will be added to the taxes levied for the year 2025 and collected with such tax;

NOW, THEREFORE, BE IT RESOLVED, the Town Board approves the following unpaid water amounts to be added to said taxes levied for the year 2025: Denver Water \$2,353.35; Grand Gorge \$6,935.09 and Roxbury \$5,163.84.”

AYES-4 Hynes, Davie, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

On motion of Kenneth Davie second by Michael Hynes the Town Board approved the total amount of \$48,851.64 to be charged to Roxbury Sewer property owners on the 2025 Town/County Tax bills as applicable per a property charge list as the annual sewer fee is only charged on the tax bill.

AYES-4 Hynes, Davie, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

On motion of Michael Hynes second by Kenneth Davie the Town Board approved setting up an Amazon Business account for the purchase of tablets using ARPA funds.

AYES-4 Hynes, Davie, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

Further discussion to be had regarding the increase in transfer station permit fees, building permit fees, park rental fees, and water district fees.

The Town Board was given a list of employees who have not yet taken the annual mandatory trainings for Sexual Harassment and Discrimination and Violence Prevention.

On motion of Michael Hynes, second by Kenneth Davie the bills were audited and ordered paid in the following amounts:

General Fund #453-501	\$50,522.08	Denver Sewer #104-111	\$15,051.18
Highway Fund #261-282	\$99,860.34	Special Lights #13	\$2,160.20
Roxbury Water #96-102	\$4,557.20	Capital Projects:	
Grand Gorge Water #96-103	\$4,361.02	CDBG Program	
Denver Water #58-61	\$2,338.92	Grand Gorge Water Proj.	\$11,931.30
Roxbury Sewer #76-79	\$9,397.75	Roxbury Water Proj.	\$11,931.30

AYES-4 Hynes, Davie, Ciaravino, Hinkley

NAYS-0

ABSENT-1 Osborn

Reminders:

Highway contract expires 12/31/24

ARPA Funds: Total Received \$236,306.98 Current Balance: \$49,591.30

On motion of Lisa Ciaravino second by Kenneth Davie the meeting adjourned at 7:46 pm.