

**TOWN OF WINDHAM  
TOWN BOARD MEETING  
371 State Route 296, Hensonville, NY**

**JANUARY 23, 2020**

**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, Town Attorney Larry Gardner, Police Chief Tor Tryland, Water Superintendent Kyle Schwarz, Anita Buyers, Karen Hansen, Gail Nicholsen, Drew Shuster and Mike Ryan Mountain Eagle

**Absent:** Ambulance Administrator Davia Montie & Delaware Engineering John Brust

The Supervisor called the meeting to order at 7:00 pm and opened with the Pledge of Allegiance.

THE MINUTES OF THE JANUARY 9, 2020 TOWN BOARD MEETING were approved as typed on a motion by Councilman Peters, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

1.DELAWARE ENGINEERING: John Brust was not present. Supervisor Hoyt met with Kyle Schwarz Water Superintendent, John Brust & Alan Tavenner Delaware Engineering and Josh Vital Cedarwood Environmental Services to discuss who controls what part of the daily operations for the water system. Also spoke on where the water project is going forward this year. The water contractor does have a schedule going forward to the Engineer. Also spoke about the modification for the town hall building. The Supervisor will be discussing a special town board meeting with the Board members for the remodeling of the town hall building and how to proceed forward with the proposed ambulance building.

2.JOE BAGLIO IS CONCERNED ABOUT THE HAMLET OF HENSONVILLE: Joe Baglio was not present.

3.ANITA BUYERS IS CONCERNED ABOUT GARBAGE at 14 County Route 40 since Christmas. Anita Buyers was present. She is concerned about the Air B & B's in our community; garbage is being left out too long and not being taken care of on a regular basis. She feels at some point this will have to be addressed. Anita is still concerned about the property located on County Route 56, Maplecrest owned by the Catskill Mountain Foundation. She has sent a note to Peter Finn and she has left a note for the Code Enforcement Officer Dominick Caropreso. The building still has not been removed; she would like an update on where the permits are as it is going on another year. Anita has an article from Greene County Economic Development who puts out a bulletin on the grants received in Greene County. She has shared a copy of this with the Town Clerk. "Greene County Projects to receive \$7,605,218 in NYS Funding"; what caught her eye was the Town of Hunter to receive \$1.4 million and there is a listing of the various towns who will be receiving money and for their listed projects. Anita would like to know about the Centre Property steeple what grant funding are we getting for this project. Grants are difficult to get and Anita would like to know who in our town is writing the grants? Supervisor Hoyt has a list of the grants that are available. Supervisor Hoyt would like to set up a special town board meeting with the Board to discuss what is available to our town and to what direction does our town want to move forward. Anita's concern right now is about the mountaintop and she is aware that the Mountain Top Supervisors meet once a month. Supervisor Hoyt stated that this Monday, January 24 @ 7pm the meeting will be here at the Windham Town Hall. Anita would like to know if the minutes are available to the public as she would like to know what the concerns are. She thinks there is a communications gap of what goes on that everyone needs to know too better understand. Supervisor Hoyt stated Michelle Yost is the recording secretary for the minutes and you can request a copy from her. Anita has another concern for the Randazzo property on County Route 40 it has been five years and still nothing the roof top now has a torn blue tarp what is being done about this property. Supervisor Hoyt there has been two written

property notices that have gone out this week by the Code Enforcement Officer issuing a Notice of Violation.

4.REQUESTING USE OF MEETING ROOM at the Windham Town Hall. Janine Finan a homeowner at the Windham Ridge Club would like the use of the meeting room on February 22, 2020 @ 10 am to hold a Windham Ridge HOA Meeting. A motion to approve was made by Councilman Walker, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

5.AGREEMENT Between Town of Windham and Siam Tank #57 Knights of the Road. This is an annual agreement dated January 1, 2020 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. The Knights of the Road provide youth activities, including Little League Baseball and T-ball, which is authorized to conduct organized sports in which boys and girls actively participate. The Board has reviewed the annual agreement and gives permission for the Supervisor to sign the agreement. A motion to approve was made by Councilman Walker, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

6.NYSEG LED Streetlight Conversion Program: Per an email sent by NYSEG they would like to offer the following to the Town of Windham: "NYSEG has begun to move forward with the LED Streetlight Conversion Program and I wanted to provide you with some additional information in case the Town of Windham is interested. Under this program, NYSEG would convert all SC-3 cobra head streetlights over to LED Streetlights. The unexpired life cost to convert all cobra head streetlights in the Town of Windham is \$7,376.93 for 198 lights. I have attached a NYSEG LED Savings Calculator showing that the estimated annual savings for the Town would be approximately \$15,076 with a simple payback of about just under six months. The Town will have the choice of having NYSEG install the manufacturer's suggested equivalent light for each wattage (I have attached a chart showing what the equivalents are) or the Town can pick and choose the wattages for each light in the Town. For example, if you wanted a brighter light at 100 Main St you could choose to do so or a dimmer light at 5 Front St. The Town will also need to choose if they would like 3000K or 4000K streetlights. This is the color temperature of the light. 3000K is a little more yellow than the 4000K which are a little more white/blue. I have also attached a photo of a 3000K and 4000K LED streetlight in our parking lot here in Vestal. If the Town would like to proceed, please provide the Town's choice of the following and we will have the contract drawn up: 1.The Town's choice of 3000K or 4000K 2.The Town's choice of going with the manufacturer's suggested equivalents or the Town will pick and choose the wattage/lumen of each light. NYSEG has received high interest and response to this program and are working all requests on a first come, first serve basis. Rosemarie Ray, Key Account Manager" Supervisor Hoyt asked Councilman Peters to speak. Councilman Peters this is something that we started a few years ago for the hamlet lights in Windham & Hensonville. We converted them to LEDs, that project belongs to the Town of Windham as we had to source it out ourselves. That project was a success and it has paid us back at this point with a two-year return investment, it is now paying for itself year after year. NYSEG has had various programs over the years to replace the cobra head lights, at this point the program is really great, there is a lot of incentives from the State and the Federal Government. The return on the investment now is around six-months. Whatever we pay for; the saving we are going to get back in six-months of electric bills will be paid for. It is going to be a change. The nature of the light will be very different than what is there now. People may have seen them in other cities. It is not a very large capital investment. NYSEG has done all the research and they have recommendations on a per light basis, based on the manufacturer. The program is open to everyone in the NYSEG community. Councilman Peters recommends to the Board to move forward. The Supervisor would like a motion from the Board giving him permission to sign the contract after the Town Attorney Larry Gardner has reviewed the contract. Larry Gardner approves of the contract. The Town Board's choice will be the 4000K streetlights. The Board has reviewed the contract and gives permission for the Supervisor to sign. A motion to approve was made by Councilman Peters, 2<sup>nd</sup> by Councilman Goettsche, with all in favor. Supervisor Hoyt NYSEG will still be responsible for the lights; installing the lights and any damage or blown out bulbs.

7. NEW YORK PLANNING FEDERATION 2020 ANNUAL CONFERENCE: Supervisor Hoyt this was tabled from the last meeting. He asked the Board if anyone was interested at this time in attending.

8. TOWN JUSTICE REPORTS FOR NOV/DEC 2019: Justice Stevens for November \$2,325.00 and December \$3,217.00. Justice McCarthy for December \$1,064.00 was noted by the Board.

9. GREENE COUNTY WASTE & RECYCLING Customer Service Agreement: 281 County Route 56, Maplecrest. "Customer grants to Contractor the exclusive right to collect and dispose of the Customer's Waste Materials and agrees to make payments to Contractor... Contractor agrees to furnish the services and equipment ....this agreement is for 60 months (5-years)". CD Lane Park is open on a seasonal basis from May to October every year. The trash is picked up on a weekly basis and is charged \$138.75 per the months stated above. Should the Town require a special occasion pick up there will be an additional charge of \$75.00 as noted per agreement. The Board has reviewed the customer service agreement and gives permission for the Supervisor to sign. A motion to approve was made by Councilman Van Valin, 2<sup>nd</sup> by Councilman Peters, with all in favor. Anita Buyer asked if there is a special event, would that trash charge of \$75.00 be passed onto the event holder? Supervisor Hoyt, the charge will not be passed, the town will pay for it.

10. TOWN BOARD RESOLUTION #4 OF 2020: the following resolution was proposed to transfer funds to the Sewer District to balance accounts for 2019. A motion to approve was made by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor. GENERAL FUND RESOLUTION #2 OF 2020: the following resolution was proposed to transfer funds to the General Fund to balance accounts for 2019. A motion to approve was made by Councilman Goettsche, 2<sup>nd</sup> by Councilman Peters, with all in favor. HIGHWAY FUND RESOLUTION #3 OF 2020: the following resolution was proposed to transfer funds to the Highway Fund to balance accounts for 2019. A motion to approve was made by Councilman Peters, 2<sup>nd</sup> by Councilman Walker, with all in favor.

11. AMBULANCE REPORT: Ambulance Administrator Davia Montie was not present. The Ambulance Administrator was not able to attend the meeting tonight and has forward her report to the Board for their review: "Vehicles: We have been using 96-1 throughout the month for second out calls and have not had any issues since Wes' Mobile fixed the battery cable. 96-2 is due for an oil change/service, Wes said one day next week he will take care of it. Met with Dr. Stanger for signatures required for our annual re-credentialing paperwork for ALS providers, everyone is up to date with certifications. There have been significant changes to our ESO programming (electronic charting) over the past 6 months. NYS upgraded to NEMSIS 3.4.0 (National EMS Information System). The upgrades are supposed to streamline data sharing, billing and create more accurate charting. As the agency administrator I have also been required to complete the Image Trend Elite Training Course. Image Trend Elite is the NEMSIS 3.4.0 platform the state uses to view and pull data from multiple charting systems. With this I am able to view our uploaded charts, chart grading and create reports, such as narcotic usage, other medication uses and a breakdown of the types of calls we have done. REMO (Regional Emergency Medical Office) has created CARES (Cardiac Arrest Registry to Enhance Survival) Data sharing as well, which we now have to comply with. It requires us to complete a separate chart, aside from the regular required patient care report, for all cardiac arrests and certain other cardiac events that we respond to. **There have been 21(15 ALS, 6 BLS) calls so far this year including 1 call to Hunter and 1 to Cairo.** We had two crews throughout this month on the weekends and on MLK holiday. I have done February's schedule and there will be two crews on the weekends and throughout president's week as well. Everyone has stepped up to help cover these extra shifts and for all but one or two of them, our second crew is also ALS. The jackets are at Hillary's sewing in Round Top, she is working on sewing on the flags, waiting for the agency patches from Stadri Emblems. I spoke with the Chief of Operations at Greenport Rescue Squad and he said that he would be happy to have any of the board members tour their building, he is available during the week most days after 3 pm. This would be great for anyone not familiar with the OSHA requirements for a proper decon room, oxygen cascade system, security system and the size of their ambulance bays etc. Judy Dominick and Jeff Loucks are retiring from EMS, both have been longtime EMTs for the Town of Windham (Judy 20 years and Jeff 12 years). Judy is officially done as of the end of this month and Jeff is leaving us March 20<sup>th</sup>. I am organizing a

retirement party for them at the Captain's Inn to be held on Saturday night, March 14<sup>th</sup>. I will forward the information to the Town Clerk Bonnie Poehmel if any of the board members would like to attend." This is Councilman Peters committee. Councilman Peters is working with Davia on putting together a standard monthly report for the total number of calls, splitting out the ALS and the BLS calls; where are the out of town calls and how many are there. He would also like to ask her on a regular basis to give the odometer readings on each rig to see how they are being used. Councilman Peters will create a standard templet for Davia. Supervisor Hoyt stated, "we are 23 days into the new year, there have been 21 calls (15 ALS, 6 BLS). With the paramedic system we have in town there is a necessity for it."

12.HIGHWAY REPORT: Highway Superintendent Gary Thorington was present. The last two-weeks Gary has been working with two representatives from Gorman and Peckham. They have all measured many, many roads more than we will have the finances to repair or rebuild. They are gathering data-square yardage, length, width, etc.; to estimate and plan the exact paving schedule for the upcoming summer season 2020. The 284 Form he has partially completed as it is not ready to be submitted to the Town Board for approval yet. January 28, 2020 one or two members from the Red Cross will be here to visit they will do a routine walk thru of the Highway Garage and at the WWTP. They are here to make sure each building is still up to the standards for the Red Cross Shelters. Gary spoke to Josh Vital this morning; the Red Cross has notified him as well. The highway crew has been cutting brush out on Blodgett Road, which is a dirt road off of County Route 10. Gary's plan is to take Blodgett Road from a dirt gravel surface road to a paved cold mix in place four-inches thick. This has been a problem area and has had a lot of building going on in that area. The previous town supervisor was not able to pave due to the heavy truck traffic. The building looks to be about done in that area. It will benefit us for the maintenance factor, he is looking at about \$30,000.00 start to finish. Will be using shared-services as well. The highway crew has done some extensive housekeeping at the highway garage with the cold weather. Gary would like the Board to think about is "in the last two-months there have been four highway garages in the State of New York that have been destroyed by fire. And six in the last six-months." The investigations are showing faulty wiring in the equipment within the building. A preventative maneuver would be to install "a master shut-off." It cuts all the power throughout the vehicle. Gary has done some research and we have 5 of the 20 vehicles, that currently have those switches in them. The average cost is about \$150.00 per vehicle. Our insurance company NYMIR has sent out a lot of literature about this. The State Highway Association has gotten involved in spreading the word. All the work can be done in house. The fences within the municipal parking lots are getting in bad shape with age and vehicle contact. The fence at the Masonic Temple Parking Lot is getting tough in piecing it back together. Anita Buyers would like to add a suggestion to that fence, it is very dark there at night could the top of the fence be painted with a florescent paint. Gary thanked her for the suggestion and he will look into that. Gary's blue highway truck that he drives, "a few days ago it had a major malfunction and it would not start. It has been flat-bedded to Lacy Ford, Catskill, NY. They have found the wire harness that powers the fuse box under the hood by the fender is bad. The bad part of this is the part is on national back order and when the part is available and does arrive there are 30-40 hours of labor to replace this harness. The good thing is we are under warrantee and it also covered the tow. Bad news we are down one piece of equipment in the snow season."

13.POLICE REPORT: Police Chief Tor Tryland was present. The Chief has received a letter from Officer L. JoAnne Rivera as she is giving her resignation to the Windham Police Department effective January 23, 2020 for the second time as the first time, she handed her resignation in on October 14, 2019 and the NYS & Local Retirement System did not approve it at that time. A motion to approve Officer Rivera's resignation was made by Councilman Van Valin, 2<sup>nd</sup> by Councilman Walker, with all in favor. As discussed at the previous meeting, the Chief has spoken to Elayne Gold and two MOU's have been given to the Union for their approval. Brian Farrell the IT guy for the Police Dept was in today to help out with the issues. Brian has fixed the scanners, as with the new rules they need the ability to scan the documents to send to different departments, also need to update Tracs in the cars which is pending. The software also needs to be updated as it is Windows 7 and will not take the new updates that are needed. The police computers are already six years old this fall. Windows 10 will need to be purchased. Windows 10 Pro is better with more privacy. The cost is \$200.00 per unit and there is 2 units. The Chief did some research to find that Office Depot has a refurbished Dell with

Win10 Pro installed for \$382.50 per unit for 2. The refurbished Dell computer is the better buy. Will also need to purchase new computer screens \$100-\$150 each, with keyboard and mouse each, around \$1,065.00 for 2 units. We can purchase through Dell but the price will be higher. The Chief would like to request the purchase if this can be done. Councilman Peters would like to look into the research of this before the computers are purchased. He will look at the quote the Chief has, at this time he would like to have this tabled. The Chief would also like to know if one person could be designated to purchasing the cell phones that are needed, having one Town account with several lines. Supervisor Hoyt asked Councilman Goettsche to take care of that. The Police will need three phones. Highway Superintendent will need a cell phone as well as his Working Foreman should have. Supervisor Hoyt would like our Verizon accounts looked into if they can become one. Councilman Peters stated the Ambulance has two for the tablets. Councilman Peters would like to make a motion for the Highway Working Foreman to be included on the list for eligible people for a town cell phone, 2<sup>nd</sup> by Councilman Walker, with all in favor. The Chief has an update on car 7F386 SUV needed new tires (thank you to the Highway Dept for purchasing the tires on State bid) and mounted/balanced. A new wheel bearing has been replaced and it still needs a new converter, and parts are being ordered. This weekend the Chief will be teaching Zone 14 on Saturday and Sunday with the new police recruits. The Chief would like to know if the Board has approved the GPS's for each police vehicle as discussed. Supervisor Hoyt would like to see an updated Silent Passenger Contract and he would also like to know how many highway dept vehicles will need the units.

14.COMMITTEE REPORTS: **Councilman Walker** stated the Court ADA will be here the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month. **Councilman Goettsche** went to the class in Albany offered by the Association of Towns, it was very helpful. He helped the Town Clerk out with getting the town website up to date. He is working on putting the committees under each board members name on the website. He is hoping to have some sort of draft for the alarm system law for the next meeting. He met with Kristen Garraghan from the Windham Chamber of Commerce (Lisa Jaeger was not available). Their board had some ideas. "The Chamber would like to work on beautification of the town, they are concerned about some of the dilapidated buildings around town, flowers, they really appreciated having the cornstalks up at the Autumn Affair, they would like to see more activities at the Centre Property and they would like the public to be more aware that the building is available for public events, meetings and gatherings. They have concerns at the intersection of State Route 23 (Main Street) and Mill Street, especially with events/festivals going on, they are concerned with traffic and safety. During the tree lighting ceremony with the horses using that intersection to turn around. They also had a concern with snow and the tree lighting ceremony, it was tough getting around; maybe doing alternate parking for the snow removal." The above stated is just what the Chamber brought to Councilman Goettsche's attention during their meeting. Supervisor Hoyt stated he has received the information from the Highway Superintendent Gary Thorington on the snow removal on the parking lanes. The Supervisor will be working with NYS DOT and is doing the research on that. Councilman Goettsche went to the Chamber meeting at the Adaptive Sports Foundation building. Anita Buyers thanked Councilman Goettsche for coming. The building is very nice and the Adaptive Sports program does a lot of great work. The Chamber appreciates having a liaison town board member-Councilman Goettsche. He spoke with Jonathan Gross from the Mountaintop Cares Coalition; they are working on the opioid crisis. They would like to meet with all the town boards on the mountaintop to discuss this epidemic. Supervisor Hoyt suggested we can talk about that at our special town board meeting for the best time to meet. They are looking for a building in town and will be looking to see if they can get the Board's support. Supervisor Hoyt stated we will look into it and discuss it. Anita Buyers, this Thursday night thru Sunday afternoon we have over 30 families coming in through the Adaptive Sports Program. Councilman Goettsche saw in the paper the other day that CMH is looking to do a medical plaza in Catskill, NY; maybe we could reach out to them to look at the mountaintop. Supervisor Hoyt said he could talk to Rene Van Shack as he sets that up. **Councilman Van Valin** he spoke to the Highway Superintendent Gary Thorington prior to this meeting concerning lighting in buildings that we own, to buy/restock florescent tubing lighting in cases, he would like to authorize him to purchase. He would also like to know if John Brust got back to us on the vertical measurement on the steeple? The Supervisor has not heard anything. The Supervisor physically went up in the steeple last weekend to look at it, there is one area you can see has a lot of decay. Councilman Van Valin, "was actually in the steeple where the bell was hung and it is no longer sitting in the yoke anymore. He feels there are serious concerns whether it is moving or not, there are stewards

of that building, if there is a concern Councilman Van Valin needs to know as he is looking out for the people that are in the building various times, pedestrians, traffic; it is better on the side of safety than a photograph. We have had some varying winds that are not typical for our seasons and they are pushing from a point that is not good.” **Councilman Peters** has been working with Davia on the report and will help with the scheduling of the crews, that there are two crews at the right time, he has also been working on the website with Councilman Goettsche and updating the minutes on the website. He has been working on a lot of correspondence with residence of the town concerning their tax bills and the water charges on the bills. **Supervisor Hoyt** there was wind damage to the Little League fence, about 70 feet and it will have to be replaced and repaired. We have an estimate from Anchor Fence in Kingston, NY. The company that put the fence in years ago was Catskill Fence they are out of business. For insurance purposes we have an estimate and a claim has been put in with the insurance company. Once we get the claim it may be over procurement so we will have to put it out for bid either as a public bid or written quotes. The Supervisor would like to move ahead now so the field will be ready for the little league season. **Town Attorney Larry Gardner** has done a few things in the past month, he has reviewed the Little League Contract; reviewed the NYSEG LED Streetlight Conversion Program papers and Contract; there was a FOIL Request he responded too and responded to an inquiry on a sewer line correspondence and he still needs to work on the two parking lot leases.

COMMENTS FROM THE PUBLIC: Anita Buyers would like to know if there will be some sort of fence between the town hall building and the new 6-unit construction building at 70 County Route 65? Supervisor Hoyt at this time we do not plan on putting up a fence on our property. Supervisor Hoyt has not seen the site plan yet to see if the owner is going to install a fence. In the past years when we had a fence, but we had a problem with the snow removal. And then the fence was removed due to it being a snow removal issue.

ACCOUNT BALANCES AND BUDGET COMPARISONS January 23, 2020 files were made available for the Board to review.

GENERAL FUND WARRANT #2-G contained vouchers #37-76, totaling \$15,927.38 (minus \$3.72 on a taxable item) new total \$15,923.66 was audited and approved for payment on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

HIGHWAY FUND WARRANT #2 contained vouchers #11-15, totaling \$33,437.68 was audited and approved for payment on a motion by Councilman Goettsche, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

SEWER DISTRICT FUND WARRANT #2 contained vouchers #16-20, totaling \$35,291.45 was audited and approved on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

GENERAL FUND PAYROLL WARRANT #2-P for **General** contained 6 claims, totaling \$7,009.90 was audited and approved for payment on a motion by Councilman Goettsche, 2<sup>nd</sup> by Councilman Van Valin, with all in favor. **Ambulance** payroll contained 19 claims, totaling \$16,369.14 was audited and approved for payment on a motion by Councilman Goettsche, 2<sup>nd</sup> by Councilman Van Valin, with all in favor. **Police** payroll contained 2 claims, totaling \$3,105.72 was audited and approved for payment on a motion by Councilman Goettsche, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

HIGHWAY PAYROLL WARRANT #2-P contained 6 claims, totaling \$10,814.66 was audited and approved for payment on a motion by Councilman Van Valin, 2<sup>nd</sup> by Councilman Goettsche, with all in favor.

SEWER DISTRICT FUND PAYROLL WARRANT #2-P contained 1 claim, totaling \$76.13 was audited and approved for payment on a motion by Councilman Goettsche, 2<sup>nd</sup> by Councilman Van Valin, with all in favor.

Supervisor Hoyt would like to set up a special town board meeting for February 7, 2020 @ 6pm for the purpose of budgetary planning and capital project planning for 2020. A motion to approve was made by Supervisor Hoyt, 2<sup>nd</sup> by Councilman Peters, with all in favor.

The meeting adjourned at 8:03 pm on a motion by Councilman Peters, 2<sup>nd</sup> by Councilman Walker, with all in favor.

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