

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

FEBRUARY 27, 2020

Present: Supervisor: Thomas F. Hoyt
Councilmen: Wayne Van Valin, Ian Peters, Stephen Walker & Kurt Goettsche
Town Clerk: Bonnie Poehmel

Also Present: Town Attorney Larry Gardner, Police Chief Tor Tryland, Highway Superintendent Gary Thorington, Gail Nichol森, Paula & Robert Queirolo, Denise Meehan, Drew & Natasha Shuster and Mike Ryan Mountain Eagle

Absent: Delaware Engineering John Brust & Ambulance Administrator Davia Montie

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

THE MINUTES OF THE FEBRUARY 7, 2020 SPECIAL TOWN BOARD MEETING were approved as typed on a motion by Councilman Walker, 2nd by Councilman Van Valin, with all in favor.

THE MINUTES OF THE FEBRUARY 13, 2020 TOWN BOARD MEETING were approved as typed on a motion by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

1.DELAWARE ENGINEERING: John Brust was not present. The Board was presented with a draft Comprehensive Plan Agreement for their review. The Agreement is by and between the Town of Windham (“Client”) and Delaware Engineering, DPC (“Engineer”). In the agreement “Delaware Engineering will review existing documents and compile needed data to form a basis on which to enhance the Comprehensive Plan...Delaware Engineering will provide all necessary materials for the Town Board to make a motion on the adoption of the Town of Windham Updated Comprehensive Plan.” A motion to approve and give the Supervisor permission to sign was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. TOWN BOARD RESOLUTION #9 OF 2020: Acceptance of Delaware Engineering Professional Services Agreement for the Town of Windham Comprehensive Plan update. The Windham Town Board has been awarded \$35,000.00 for an updated Comprehensive Plan through the Catskill Community Smart Growth Grant Opportunity. The last updated Comprehensive Plan was 16 years ago in 2003 and New York State recommends updating the plan every 15-20 years. The Board will create a steering committee that will undertake the review and coordination of the update. All projects must be completed and invoiced with three years (November 1, 2019 to October 31, 2022). A motion to approve was made by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor.

2.TWIN COUNTY RECOVERY SERVICES Paula Queirolo Prevention Director was present. Paula would like to request permission to hang a banner “**APRIL IS ALCOHOL AWARENESS MONTH**” (Banner size 3’ x 20’) across State Route 23 by the Windham-Hensonville United Methodist Church for the week of April 21-30, 2020. “Twin County Recovery Services is a member of the Columbia-Greene Addictions Coalition and is collaborating with multiple agencies in both Greene & Columbia County to promote Alcohol Awareness Month in April of 2020”. Last year the Town of Windham gave their support by hanging the banner across State Route 23. A NYS DOT Perm 33 Highway Work Permit for Non-Utility Work has been completed naming the Town of Windham lead agency. A motion was made to approve the banner and give the Supervisor permission to sign the Perm 33 was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor.

3.WINDHAM CHAMBER OF COMMERCE is requesting permission to hang their Autumn Affair banner across State Route 23 by the Windham-Hensonville United Methodist Church for the time period of September 14-October 16, 2020 with the Autumn Affair on the weekend of October 10-11, 2020. A NYS DOT Perm 33 Highway Work Permit for Non-Utility Work has been completed naming the Town of Windham lead agency. A motion was made to approve the banner and give the Supervisor permission to sign the Perm 33 was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor.

4.REQUEST PERMISSION FOR USE OF CENTRE PROPERTY: Windham Chamber of Commerce is requesting permission for three upcoming events they will be hosting. **Saturday, July 4, 2020 @ 2:00 pm to 7:00 pm** for the front lawn with a band and food vendors. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor. **Autumn Affair weekend Saturday, October 10 and Sunday, October 11, 2020 @ 8:00 am to 6:00 pm** for the front lawn with a band and food vendors. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Peters, with all in favor. **Saturday, December 5, 2020** for their **Holiday Event @ 4:00 pm** inside the Centre Property and tree lighting on the front lawn. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor.

5.REQUEST USE OF WWTP for “Stop the Bleeding” March 6, 2020 @ 9am-11am. Jeri Miltenberger from the Community of Windham Foundation will be hosting the class. Penny Martinez from Greene County Public Health will be the instructor. The class will demonstrate “how to care for a severely injured person who is bleeding.” A motion to approve was made by Supervisor Hoyt and 2nd by Councilman Walker, with all in favor.

6.MEMORANDUM OF UNDERSTANDING (MOU) STREAM MANGAGEMENT PROGRAM an agreement between the Town of Windham and Greene County Soil & Water Conservation. The agreement includes “to work cooperatively to implement the Batavia Kill Stream Management and Local Flood Hazard Mitigation Plans for the common benefits of both parties, protection of the natural resources and the interests of the broader watershed stakeholders”. Supervisor Hoyt the term of this agreement shall be for a period of five (5) years. This was last signed five (5) years ago with Supervisor Post. They do a good job and is a necessity for the community. This allows us to access grants through Greene County Soil & Water Conservation. A motion to approve and give the Supervisor permission to sign was made by Councilman Walker, 2nd by Councilman Van Valin, with all in favor.

7.SICKLER, TORCHIA, ALLEN & CHURCHILL, CPA’S “to confirm our acceptance and understanding of the services we are to provide for the Town of Windham for the year ended December 31, 2019. You have requested we prepare the financial statements, which comprise the Annual Financial Report Update Document in the format prescribed by the New York State Office of the State Comptroller for the year ended December 31, 2019 and the related notes to the financial statements.” A motion to approve and give the Supervisor permission to sign was made by Councilman Walker, 2nd by Councilman Peters, with all in favor.

8.TOWN BOARD RESOLUTION #6 OF 2020: to accept the Sewer District Billing for 2020 in the amount of \$200,679.91 and a charge for one (1) EDU of \$5,000.00 for a total of \$205,679.91. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. TOWN BOARD RESOLUTION #7 OF 2020: The Town of Windham in conjunction with

the NYS Dept of Transportation (DOT), with regards to performing repairs in and around NYS Routes within the Town of Windham; Whereas DOT requires execution of an Undertaking and other appropriate form of surety/insurance by an entity which may be performing such repairs on State Highways or within the Right-of-Way or ownership of DOT. A motion to approve was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor. UNDERTAKING (NYSDOT Perm 1) for the benefit of the New York State Dept of Transportation in connection with work affecting state highways. A motion to approve and give the Supervisor permission to sign was made by Councilman Van Valin, 2nd by Councilman Walker, with all in favor.

Supervisor Hoyt is also working with DOT on an agreement for the rental of space at the highway garage. They have sent us a draft agreement they wanted us to include in the rent, heat & electric in the building. For what we are charging them for the rent, we would be paying them. So, we will remove that from the contract and they will be responsible for their own heat & electric. Supervisor Hoyt is in conversation with Mr. Shepard who is in charge of the region now, on their snow plow operations on this side of the mountain and lack of.

TOWN BOARD RESOLUTION #8 OF 2020: the following resolution was proposed to transfer funds to balance the Sewer District accounts. A motion to approve was made by Councilman Peters, 2nd by Councilman Walker, with all in favor. GENERAL FUND RESOLUTION #3 OF 2020: the following resolution was proposed to transfer funds to balance the General Fund accounts. A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

9.JUSTICE REPORT FOR JANUARY 2020: Justice Stevens \$883.00 & Justice McCarthy \$3,525.00 was noted by the Board.

10.GREENE COUNTY RESOLUTION #44-20: 2019-2020 Eight Year and Annual Review of Agricultural District No. 124 SEQRA Determination and Approval of Continuation with Modifications of Agricultural District No. 124. GREENE COUNTY RESOLUTION #64-20: Authorizing Chargeback of Assessment Roll Related Services and Materials (2020 Tax Bills). GREENE COUNTY RESOLUTION #65-20: Authorizing Chargeback of Assessment Roll Related Services and Materials (Tax Bill Postage).

11.AMBULANCE REPORT: Ambulance Administrator Davia Montie was not present. Councilman Peters is the Ambulance Liaison, he gave the report. Davia will be submitting a monthly Ambulance Call Data Report/Vehicle Mileage. For **January 2020**, Calls in *Windham*: *Advanced Life Support (ALS)*-13, *Basic Life Support (BLS)*-3, *Refused Medical Assistance (RMA)*-4, *Helicopter*-1, *Call Cancelled (C/C)*-1; Calls in *Hunter*: ALS-1, BLS-1; Calls in *Jewett* (Jewett we have a mutual aid agreement with): BLS-1; *Greene County EMS*: Stand By (S/B)-2; Calls in *Cairo*: ALS-1; Calls Turned Over: *Ashland*-1. ***Total calls for January 34 and Calls turned over to mutual aid 1.*** For **February 2020**, Calls in *Windham*: *Advanced Life Support (ALS)*-13, *Basic Life Support (BLS)*-9, *Refused Medical Assistance (RMA)*-5, *Helicopter*-2, *Call Cancelled (C/C)*-3; Calls in *Hunter*: ALS-1, BLS-2, C/C-1; Calls in *Jewett* (Jewett we have a mutual aid agreement with): ALS-2, BLS-1, RMA-1, C/C-2; *Greene County EMS*: Stand By (S/B)-3; Calls in *Cairo*: RMA-1; Other: S/B PD-1; Calls Turned Over: *Ashland*-2. Weekends and holidays *Windham* Ambulance has two crews on. ***Total calls for February 49 and Calls turned over to mutual aid 2.*** We are the only mountaintop town with ALS, as is very valuable and something we should be proud of. We have a couple of vehicle issues in the past few weeks. New to the Town Board's monthly report will be the odometer reading on the ambulances. February 2020 Vehicle Mileage for Ambulance 96-1: 22,786 and Ambulance 96-2: 122,643. Councilman Peters is going to start working on renegotiating our mutual aid across towns. We have an agreement with *Jewett* and *Hunter*. The Board has for their review a New Hire for Ambulance Application for Jim Stone. On the recommendation of Ambulance Administrator Davia Montie, Supervisor Hoyt would like to make a motion to approve the hiring of Jim Stone, 2nd by Councilman Peters, with all in favor. Councilman Goettsche would like to note the monthly ambulance calls on the town website.

12.HIGHWAY REPORT: Highway Superintendent Gary Thorington was present. The highway has been working on in house mechanical work for fire prevention on the vehicles. They have completed switches in three (3) vehicles totaling about \$800 and have another seven (7)

switches/hardware to install in the remaining vehicles roughly costing \$1,300.00, this is all for the fire protection insurance. The park tractor had an oil leak, they were able to find it in the camshaft shield seal. They have had some streetlighting repairs and they took down the Snowflakes a little community service. The highway garage as a small leak in the propane boiler, this will need to be repaired, Gary is waiting for the spring as the heat will have to be off to be fixed by Garzone Plumbing. Truck 18 is the water truck it was serviced today and it will need in the near future two (2) new front tires. He is looking into renting a boom mower in a few weeks. NYS Association of Highway Superintendents are launching a program that will be offering educational training to all new highway superintendents, this will be a regional training and they are looking to host in Greene County possibly in the Town of Windham. Gary wanted the Board to know that should any of our facilities be available for their meeting we could accommodate them. The Conference date is tentatively set for April 15, 2020 @ 10:30 am-12:30 pm. Possibly for 20-30 people all together. There are 62 counties in the State of New York. Supervisor Hoyt would like them to know about the hotels that are available within our Town should they need any overnight lodging. From here they will then go to Oswego County.

13.POLICE REPORT: Police Chief Tor Tryland was present. He would like permission to hire the two new police recruits that are in the academy starting on March 23, 2020. Their graduation date is set for April 4, 2020. Normally we hire them after graduation and then send them back to school. This year it has changed. March 23, 2020 is a start of the payroll work week to hire the recruits. Supervisor Hoyt would like the Board to vote on each one individually for the minutes. **Charles Rion**, the Chief would like to hire him as a *full-time officer starting March 23, 2020, pending passing the exams.* A motion to approve was made by Councilman Peters, 2nd by Councilman Van Valin, with all in favor. **Thomas Parquez**, the Chief would like to hire him as *part-time officer starting March 23, 2020, pending passing the exams.* A motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. The Chief would also like to request training for the **breathalyzer test**, this is for 3 days, plus one of the Officer's has an expired date and will need to take this over again. For the recruits this test will need to be done prior to April 4, 2020. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Van Valin, with all in favor. The Chief would also like to request training for the **taser-certification**, this test is for 1 day and we have an Officer who would like to take that. For the recruits this test will need to be done prior to April 4, 2020. A motion to approve was made by Supervisor Hoyt, 2nd by Councilman Peters, with all in favor. The Chief had a window motor repair for about \$200, this was fixed by Wes' Mobile.

14.COMMITTEE REPORTS: Councilman Goettsche has made some minor changes to the draft contract for the Alarm Devices & Systems Law. Attorney Larry Gardner has reviewed the draft contract and he is fine with it. Councilman Goettsche would like to set a **public hearing to pass this into Local Law #1 of 2020.** Supervisor Hoyt would like to set the **public hearing for the next town board meeting on March 12, 2020 @ 6:50 pm prior to the regular town board meeting.** A motion to approve was made by Councilman Goettsche, 2nd by Councilman Peters, with all in favor. A copy of the Local Law will be available at the Town Clerk's office for the public's review. Councilman Goettsche would like to post the draft local law on the website as well. Councilman Goettsche would like to meet with Chief Tryland to go over what his department will need in the cell phones. Councilman Goettsche asked if the Supervisor preferred a particular place to purchase the cell phones i.e. Verizon or Amazon. The Supervisor recommended to also check out state bid contracts for the purchase and suggested he speak to both Chief Tryland and Highway Superintendent Gary Thorington on their cell phone needs. Councilman Goettsche has been working on the website making any needed changes, he has also been looking at other town websites for examples for making ours up to date and informational. As the Liaison to the Fire Commissioners he was at their last meeting to let them know he was available to them and to let them know that the room they occupy in the basement will be shared with the planning board. He was also looking at a possible Facebook page for the Town Board's official business only. Supervisor Hoyt suggested putting on the website the monthly Ambulance Call Data Report and; the Highway how many times the town roads had snow plowing done and mowing/maintenance of town properties in the summertime i.e. the road side mowing maintenance of the town roads, the cemeteries, taking care of the park, the soccer/little league field, the WWTP; letting the public know what exactly the highway does. Councilman Goettsche the more information we have on the website, it shows how well kept our town is. Upon speaking with the public on the steering committee some of the topics that came up were the

short-term rental problems, business people are having trouble finding employees as there are no rentals for them. Supervisor Hoyt this is part of the Comprehensive Plan that will address issues in the town. The Town Clerk has set up an Amazon Account for future purchases. **Councilman Walker** is still reviewing the internal upgrades of the town hall building for the police and court rooms; and upgrading the computer access. Maybe by the next meeting we can make a decision to move on. **Councilman Van Valin** with the upcoming summer events of using the Centre Property front lawn, he spoke to Bob Kerns. Bob tentatively has a plan. He would like to see the first growth putting some fertilizer to give it a boost as there was a good base prior to the winter. Bob has a few suggestions the snow removal on the eastside by the Library steps there was some minor damage to the new growth. Bob will attend to this first. We had mentioned some mats for the sidewalks, they spread the weight out. There is going to be a weight limit in the forms that the events will be aware of. Councilman Van Valin asked Gary if he could check on the mats. **Councilman Peters** has also been working with Davia on the ambulance report. He and Davia have found a Federal Grant to apply to for Ambulance Training. Davia is writing the grant application. He is looking at the financials for the Sewer and the Capital Account, what size investment can be made with clean renewable energy. **Attorney Larry Gardner** will have the renewable leases at the next town board meeting. He found the deed for the Elm Ridge Pump House. Supervisor Hoyt the Elm Ridge Pump House was not on our insurance plan and it is now covered. Councilman Van Valin asked if anything else has come up on Crystal Pond. Larry has no more news on Crystal Pond and they know our position. Supervisor Hoyt has a **Red Cross Use Agreement for the WWTP**, it was last signed 5 years ago. The WWTP is available as a disaster facility if needed by the Red Cross. Supervisor Hoyt would like a motion to approve the Red Cross Agreement and give the Supervisor permission to sign, a motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. Highway Superintendent Gary Thorington has the Red Cross Use Agreement for the highway garage, but he did not bring it tonight. He will leave the agreement tomorrow at the Supervisor's office. The Supervisor would like to rescind the above motion and ask the Board to approve both agreements with the same information just two different locations. Supervisor Hoyt would like a motion to approve the **Red Cross Agreements for the WWTP and the Highway Garage** and give the Supervisor permission to sign, a motion to approve was made by Councilman Peters, 2nd by Councilman Goettsche, with all in favor. Harold Benjamin of the Windham Fire Hose Co #1 are the custodians for the Jaws of Life that is owned by the Town of Windham. Recently on a call a few of the chains were lost. Harold spoke to the Supervisor. A quote for the chains has been received from Municipal Emergency Services for three needed grade 100 chains. The quote is for \$250.84. A motion to approve the purchase was made by Supervisor Hoyt, 2nd by Councilman Walker, with all in favor. Supervisor Hoyt the Little League contract fence has been signed and it will be repaired next week. The insurance company has waived our deductible and has accepted the quote of \$3,600.00 in full to fix the fence. He also has an application to be filled out for the extra Cyber Attack Insurance to be added onto our insurance rider. He has confirmation back from Civil Service that Janine Soule has filed her paperwork to be eligible to take the upcoming test in March. Supervisor Hoyt the following community members have agreed to sit on a **Steering Committee for the Comprehensive Plan**: Christine Doolan, Karl Gonzalez, Carol Shaw, Eric Lenseth, Karen Hansen, Bob Rhoades, Dave McQueen, Planning Board member Lisa Jaeger, Town Supervisor Tom Hoyt & John O'Grady. Councilman Goettsche may have two other people that are interested as he is waiting to hear back from them. The Committee will be 11-12 members. **Drew Shuster** asked if there were any business owners on the committee? **Natasha Shuster** spoke that she would be very interested in being on this committee. As she is a retail-business owner, she has been here in the retail-business for the last 25 years, as she feels this is very important. Supervisor Hoyt this committee is going to be very open and not they will not be the law. "There will be public hearings for any input any individual has, it was set up to be a very diverse and to look at the issues in general for the entire town. Every issue is going to be very transparent. Anyone can comment on the plan during the course of the plan." The Supervisor read the names publicly of who will be on this committee. Should there is an issue you want to be discussed, it can be communicated to any of the publicly named members and the issues can be brought to the table for discussion. The Supervisor thanked Natasha for her input.

COMMENTS FROM THE PUBLIC: **Denise Meehan** would just like to remind the Board that the Community of Windham Foundation will be offering two more free CPR/AED training classes at the WWTP. Saturday, May 2, 2020 @ 9am-12 noon and Saturday, October 24, 2020

@ 9am-12 noon. To date 78 people have been CPR/AED trained. **Supervisor Hoyt** spoke to John Garzone, he is going to be in charge of running the Little League teams this year. The Supervisor has offered our ambulance staff to give a refresher class to the coaches & umpires for any first aid training prior to the season. Also, if they need assistance in reviewing their first aid supply kit, someone from the ambulance staff would help. The Supervisor has been working with the Code Enforcement Officer Dominick Caropreso, as he is reissuing some violations from the past that have not been resolved. A new violation was issued for a falling down building and the owner was recently in applying for the demo permit and the building is cleaned up. The neighbors are happy. The goal is to work on the safety issues for the community to be removed. **Drew Shuster** asked if the engineer's report has come back with any new movement on the Centre Property? Supervisor Hoyt has received a verbal message from the surveyor; it has not had any movement in the past 7 weeks. There is no evidence of movement from the original bench date to now with the second measurement. Another reading will be done to continue monitoring the steeple. The Supervisor has been in the tower about two weeks ago and he did not see any evidence of movement. He did not have access that day to the basement to see if there was any evidence of movement there. We will continue to monitor the steeple.

GENERAL FUND WARRANT #4-G contained vouchers #128-179, totaling \$46,319.17 was audited and approved for payment on a motion by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor.

HIGHWAY FUND WARRANT #4 contained vouchers #25-43, totaling \$15,174.41 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

SEWER DISTRICT FUND WARRANT #4 contained vouchers #43-58, totaling \$37,230.00 was audited and approved on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

SIDEWALK MAINTENANCE DISTRICT WARRANT #1 contained voucher #1, totaling \$912.00 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

GENERAL FUND PAYROLL WARRANT #5-P for **General** contained 7 claims, totaling \$6,743.15 was audited and approved for payment on a motion by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor. **Ambulance** payroll contained 19 claims, totaling \$16,928.84 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor. **Police** payroll contained 3 claims, totaling \$4,317.56 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

HIGHWAY PAYROLL WARRANT #5-P contained 6 claims, totaling \$10,361.89 was audited and approved for payment on a motion by Councilman Van Valin, 2nd by Councilman Goettsche, with all in favor.

SEWER DISTRICT FUND PAYROLL WARRANT #5-P contained 1 claim, totaling \$62.25 was audited and approved for payment on a motion by Councilman Goettsche, 2nd by Councilman Van Valin, with all in favor.

The meeting adjourned at 8:05 pm on a motion by Councilman Peters, 2nd by Councilman Goettsche, with all in favor.

SUPERVISOR

COUNCILMAN

COUNCILMAN

COUNCILMAN

COUNCILMAN

TOWN CLERK

OFFICIAL