

JANUARY 2, 2020

**CALLED TO ORDER BY SUPERVISOR QUIGLEY, CHAIRMAN at 7:00 PM**

**SALUTE TO THE FLAG**

**JUSTICE WEISS SWEARS IN COUNCILMAN CLAYTON VAN KLEECK**

**ROLL CALL by Town Clerk, Suzanne Reavy:**

TOWN COUNCILMAN ERIC KITCHEN  
TOWN COUNCILMAN JOHN MORROW  
TOWN COUNCILMAN ROCCO SECRETO  
TOWN COUNCILMAN CLAYTON VAN KLEECK  
SUPERVISOR JAMES E. QUIGLEY 3<sup>rd</sup>

**ALSO IN ATTENDANCE:**

1. Jason Kovacs, Town Attorney
2. Frank Petramale, Highway Superintendent
3. Kyle Berardi, Police Chief
4. Warren Tutt, Building Inspector
5. Jeff Hayner, Recreation Director
6. Marsha S. Weiss, Town Justice
7. Bill Kemble, Daily Freeman
8. Ten Town residents

**RESOLUTION NO. 1 OF 2020 (2020-R-01)**

**WHEREAS, the Town Board of the Town of Ulster convened an organizational meeting for the year 2020 on January 2, 2020; and**

**WHEREAS, the Town is required by Town Law to make certain designations and appointments, establish salaries, paydays, schedule meetings and determine certain other matters;**

**NOW, THEREFORE BE IT RESOLVED:**

**The Town Board makes the following designations:**

**1. Depositories for Town Funds:**

Bank of Greene County, JP Morgan Chase

**2. Official Newspapers:**

The Daily and Sunday Freeman, Kingston Times

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**3. Pay Days:**

Elected and appointed Employees - monthly  
Part-time employees - bi-weekly  
Full-time employee – bi-weekly

**4. Salaries of Elected Officials:**

Supervisor \$48,000.00  
Deputy Supervisor \$ 1,500.00  
Town Clerk \$53,515.00  
Town Justice (2 each) \$44,596.00  
Council Member (4 each) \$10,400.00  
Superintendent of Highways \$78,795.00

**5. Appointments:**

Secretary to the Supervisor – Peggy King  
Deputy Supervisor – John Morrow  
Attorney to the Town of Ulster and Special Prosecutor: Jason J. Kovacs, Esq.  
Assistant Special Prosecutors: Lauren Swan, Esq., Matthew Jankowski, Esq., and David Goodge, Esq.  
Special Attorney to the Town – Rebecca Milouras-Lettre, Esq.  
Bond Counsel – Thomas E. Myers, Esq. of Orrick, Herrington & Sutcliff LLP  
PILOT Counsel – John N. Vagianelis, Esq. of Mazzotia & Vagianelis, P.C.  
Financial Advisor – Michael J. Loguerico of Munistat Services, Inc.  
Director of Recreation – Jeffrey Hayner  
Confidential Bookkeeper - Ann Mitchell  
Registrar of Vital Statistics – Suzanne Reavy  
Deputy Registrar of Vital Statistics – Lauren Hommel  
FOIL Officer –Suzanne Reavy  
Handicapped Parking Permit Issuing Agent – Suzanne Reavy  
Deputy Town Clerk – Lauren Hommel  
Clerk to Justice Weiss – Patti Ilgner  
Clerk to Justice Kesick – Karen Gorski  
Building Inspector – Warren Tutt  
Ulster County Planning Board Member – Frank Almquist, Dan Furman (alternate)  
Ulster County Transportation Council – John Morrow (voting member)  
Assistant Superintendent of Water – Ryan Weishaupt  
Assistant Superintendent of Wastewater Treatment – Josh Brink  
Deputy Superintendent of Highways – Charles Freer

**TOWN OF ULSTER TOWN BOARD ORGANIZATIONAL/WORKSHOP MEETINGS (01)**

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**6. Town Board:**

Workshop Meetings: First Thursday of each month at 7:00 p.m., except for July 2020 where there is no meeting

Regular Monthly Meetings: Third Thursday of each month at 7:00 p.m.

**7. Town Board Agenda:**

The Tuesday prior to the meeting at 4 pm is the deadline for submitting agenda items.

**8. Mileage:**

Mileage will be reimbursed at the rate of Federal Mileage Rate of \$.57.5 per mile (or as adjusted by the IRS) for use of personal vehicle for town business.

**9. Legal Holidays:**

New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day

**10. Workdays:**

Monday through Friday or per negotiated contracts

**11. Vacation:**

As per negotiated contracts

All non-union employees per town code

**12. Insurance Buyout:**

Appointed Officials and non-union employees \$1,000.00 per year

All others per negotiated contracts.

Elected Officials are not eligible for the Insurance Buyout

**13. Petty Cash:**

Supervisor \$ 100.00

Town Clerk 100.00

Tax Collector 150.00

Water Dept. Cash Drawer 150.00

Court 100.00

Assessor 50.00

Building Department 50.00

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Rider Park 50.00  
Highway Department 100.00  
Whittier Sewer 25.00  
Sewer Department 50.00  
Water Department 75.00

**14. Highway Budget:**

\$3,198,036.00

**15. Appointment of Town Planner:**

Alan Sorensen, Planit Main Street

**16. Planning Board Meeting:**

Second Tuesday of each month at 7:00 pm

**17. Zoning Board of Appeals Meeting:**

Second Wednesday of each month at 7:00 pm

**18. Police Matters Meeting:**

First Thursday of each month at 4:00 pm

**19. All Authority for the daily operations of the Town and its districts:**

Is hereby delegated to Town Supervisor James (Jim) E. Quigley 3rd, per Town Law Section 29 (16)

MOTION: Councilman Morrow

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

*The following current appointments will be voted on individually:*

**Planning Board Members:**

**Name Term Ends**

Anna Hayner 2020  
Frank Almquist 2021  
Larry Decker 2022  
Andrew Stavropoulos 2023  
Gary Mulligan 2024\*

**Alternates: (one-year term)**

Dan Furman\*  
John More\*  
\*current appointments

MOTION: Councilman Secreto  
SECOND: Councilman Van Kleeck

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Appointment of Chair of the Planning Board:**

Gary Mulligan

MOTION: Councilman Kitchen  
SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**TOWN OF ULSTER TOWN BOARD ORGANIZATIONAL/WORKSHOP MEETINGS (01)**

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**Zoning Board of Appeals Members:**

**Name Term Ends**

Geoffrey Ring 2020

Kevin Reginato 2021\*

Lois Smith 2022

Rob Porter 2023

Andi Turco-Levin 2024\*

\*Current appointments

MOTION: Councilman Secreto

SECOND: Councilman Morrow

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Appointment of Chair of the Zoning Board of Appeals:**

Geoffrey Ring

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Assessment Board of Review:**

**Name Term Ends**

Larry Decker 9/2021

John Crispell 9/2022

Anna Hayner 9/2023

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**Town Historian:**

Robert Sweeney

**Police Matters Members:**

Town Board

**Recreation Committee Members:**

John Niles  
Andrew Stavropoulos  
Rory Lee  
Steve Hack  
Marguerite Koechel

**Economic Development Committee:**

Michael Berardi  
Regis Obijiski\*  
John Iannotti  
Patrick Sheehan  
John Soule \*  
\*Current appointments

MOTION: Councilman Van Kleeck

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Board of Ethics:**

Joel B. Brink – Chairman  
Bryan Ilgner  
John Iannotti

**TOWN OF ULSTER TOWN BOARD ORGANIZATIONAL/WORKSHOP MEETINGS (01)**

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**Association of Town's Annual Meeting:**

Delegate – Suzanne Reavy

Alternate Delegate – Clayton VanKleeck

MOTION: Councilman Morrow

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Committee Assignments:**

Parks & Recreation – Rocco Secreto (C), John Morrow (M)

Finance – John Morrow (C), Clayton VanKleeck (M)

Personnel – Eric Kitchen (C), Clayton VanKleeck (M)

**THE SUPERVISOR IS AN EX OFFICIO MEMBER OF ALL COMMITTEES**

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*



JANUARY 2, 2020

*The following Resolution & Motions will be voted on individually:*

**Motion to adopt Policy on Numbering Resolutions (#2020-M-02)**

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Resolution Regarding Overtime Pay to Town Employees (#2020-R-03)**

**RESOLUTION OF THE TOWN BOARD**  
**TOWN OF ULSTER**

**Resolution Regarding Overtime Pay to Town Employees**

**Be it resolved by the Town Board of the Town of Ulster as follows:**

1. The Town Board of the Town of Ulster does hereby approve overtime payments to Town employees only with the prior written approval of the department head or Town Supervisor and/or his designees except in the case of an emergency involving the health, safety, and welfare of the public for the year 2020.
2. This resolution shall become effective January 1, 2020.

MOTION: Councilman Secreto

SECOND: Councilman Kitchen

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

**Motion to adopt Policy Regarding Adoption of Local Laws (#2020-M-04)**

MOTION: Councilman Morrow  
SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Resolution Adopting Rules of Conduct for Town Board Meetings and Public Hearings per  
Town Law Section 63 (#2020-R-05)**

**RESOLUTION OF THE TOWN BOARD**  
**TOWN OF ULSTER**

**Resolution Adopting Rules of Conduct for Town Board Meetings and Public  
Hearings**

Whereas, the New York State Open Meeting Law (Article 7, Public Officers Law) gives members of the public the right to attend meetings of public bodies but does not give the public the right to speak or otherwise participate at those meetings, except at public hearings and under other limited circumstances, and

Whereas, New York State Town Law authorizes a town board to enact rules and regulations regarding the conduct of public meetings and public hearings conducted by the town board, and the New York State Committee on Open Government has agreed that a public body can adopt reasonable rules that treat members of the public equally, and

Whereas, the Committee on Open Government has stated that any such rules could serve as a basis for preventing verbal interruptions, shouting or other outbursts, as well as slanderous or obscene language or signs, and that a town board could regulate actions of the public attending meetings so as not to interfere with meetings or prevent others in attendance from observing or hearing the deliberative process, and

Whereas, a town board has a responsibility to ensure that everyone has the right to participate in a public hearing and therefore can reasonably limit the length and general nature of

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public comments to the subject of the public hearing so that a town board can consider various points of view, and

Whereas, a town board can limit other comments from the public at town board meetings to a specific time set in the agenda for public participation and comment.

Now, therefore, be it resolved by the Town Board of the Town of Ulster hereby adopts the following rules for public participation at meetings of the Town Board:

1. Except for public hearings duly designated as such by action of the Town Board, public participation at meetings of the Town Board shall be limited to the public participation segment of the agenda of Town Board meetings.
2. Public comment, whether during the public participation segment of the Town Board meeting or during a duly designated public hearing, shall be limited to three minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Any individual wishing to speak during the public participation segment or during a public hearing shall raise his or her hand. When recognized by the Supervisor or the presiding officer, the individual must stand and state his or her name and, if appropriate, group affiliation and must state the subject he or she will be addressing.
4. Comments must relate to the purpose of the public hearing or to legitimate town business.
5. The Supervisor or the presiding officer shall act as timekeeper or shall designate another elected official as timekeeper.
6. Members of the Town Board, speakers and audience members must observe proper decorum. Any statements made during the meeting or during a public hearing by the Supervisor, members of the Town Board, town officials or employees, or members of the public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a town official or employee, or a member of the public.
7. The Supervisor or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language or racial or ethnic slurs directed at the Supervisor, members of the Town Board, town officials or employees and members of the public, or statements by a person attending the meeting which are not made during the public participation segment of the agenda or during a public hearing, shall not be tolerated.
8. It is inappropriate to utilize a public meeting for making political speeches, including threats of political action and the same will not be allowed.

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9. Comments by speakers must be addressed to the Town Board. Attendees may not address the Town Board unless recognized by the Supervisor or the presiding officer.
10. Discussion between speakers and attendees of the public meeting or hearing is prohibited. A speaker may disagree with or support prior speakers in comments directed to the Town Board.
11. Banners, flyers, or other signs are not permitted in the meeting room; distribution of flyers in the meeting room is also not permitted.
12. Any person who disregards the directives of the Supervisor or the presiding officer in enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Board disturbs the peace at a meeting and will be barred from further participation and forfeit any balance of time remaining for his or her comments.
13. If a speaker who has violated these rules refuses to step down, the Supervisor or the presiding officer may ask for the individual to be removed from the meeting room and charged with disorderly conduct as per the Penal law.
14. The above rules shall take effect immediately.

MOTION: Councilman Morrow

SECOND: Councilman Van Kleeck

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

**Resolution Authorizing the Town Supervisor to Submit to the Town Clerk a Copy of the Report to the State Comptroller Required by General Municipal Law § 30 (#2020-R-06)**

**RESOLUTION OF THE TOWN BOARD**

**TOWN OF ULSTER**

**Authorizing the Town Supervisor to Submit to the Town Clerk a Copy of the Report to the State Comptroller Required by General Municipal Law § 30**

**WHEREAS**, Town Law § 29(10-a) states as follows:

In lieu of preparing the report required by subdivision ten of this section, the town board may determine, by resolution, that the supervisor shall submit to the town clerk, within the time period prescribed in section thirty of the general municipal law, a copy of the report to the state comptroller required by section thirty of the general municipal law, providing, however, that if the time for the filing of the annual report has been extended by the state comptroller as provided in the said statute, then the time for submitting a copy of the report to the town clerk similarly shall be extended. The town clerk shall cause either a summary of such report to be published within ten days after receipt thereof in a form approved by the state comptroller or a notice that a copy of such report is on file in the town clerk's office and is available for public inspection and copying, in the official newspaper and in such other newspapers as the town board may direct; and

**WHEREAS**, General Municipal Law § 30 states in part as follows:

Each town or village having a population, as shown by the latest preceding decennial federal census, between five thousand to nineteen thousand nine hundred ninety-nine, shall file their respective reports with the comptroller within ninety (90) days after the close of the fiscal year of such town or village; and

**WHEREAS**, the Town of Ulster's fiscal year closes on December 31; and

**WHEREAS**, the Town Board of the Town of Ulster has determined that it is in the best interest of the Town of Ulster to authorize the Town Supervisor adequate time to prepare a copy of the report to the state comptroller required by section thirty of the general municipal law;

**NOW, THEREFORE Be It Resolved by the Town Board of the Town of Ulster that:**

- 1. A copy of the supervisor's annual financial report for 2020 to the State Comptroller be filed with the town clerk within the first 90 days of 2021, unless the Comptroller extends the filing date by 30 days, in which case the same extension shall apply to the filing with the town clerk.**

**TOWN OF ULSTER TOWN BOARD ORGANIZATIONAL/WORKSHOP MEETINGS (01)**

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MOTION: Councilman Secreto  
SECOND: Councilman Kitchen

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

**Resolution Authorizing Supervisor to Sign Checks Using Facsimile Signature for Payroll Account (#2020-R-07)**

**RESOLUTION OF THE TOWN BOARD**

**TOWN OF ULSTER**

**Resolution Authorizing Supervisor to Sign Payroll Checks Using Facsimile Signature**

WHEREAS, Town Law Section 29(3) authorizes a Town Supervisor to sign checks by a facsimile signature provided that authorization is given by the Town Board; and

WHEREAS, the Supervisor signs a large number of payroll checks on behalf of the Town of Ulster on a regular basis and he has requested the authority to affix a facsimile signature to checks rather than sign his autograph to each check; and

WHEREAS, the Supervisor must maintain the check signer in his possession and control; and

WHEREAS, the check signer may only be affixed to payroll checks by the Supervisor or under his direct supervision

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of Ulster hereby authorizes the Town Supervisor to use his facsimile signature to sign payroll checks pursuant to Town Law Section 29(3); and

BE IT FURTHER RESOLVED that the facsimile signature may only be affixed by the Town Supervisor or under his direct supervision.

MOTION: Councilman Morrow

SECOND: Councilman Kitchen

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

**Motion to adopt Procurement Policy for 2020 (#2020-M-08)**

MOTION: Councilman Secreto  
SECOND: Councilman Morrow

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Motion to adopt Investment Policy for 2020 (#2020-M-09)**

MOTION: Councilman Van Kleeck  
SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Motion to adopt FOIL Policy for 2020 (#2020-M-10)**

MOTION: Councilman Morrow  
SECOND: Councilman Kitchen

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*



**TOWN OF ULSTER TOWN BOARD ORGANIZATIONAL/WORKSHOP MEETINGS (01)**

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JANUARY 2, 2020

**Motion to adopt Fund Balance Policy for 2020 (#2020-M-11)**

MOTION: Councilman Secreto  
SECOND: Councilman Kitchen

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Motion to adopt Records Management Policy for 2020 (#2020-M-12)**

MOTION: Councilman Van Kleeck  
SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**MOTION to Close Organizational Meeting: 7:20 PM (#2020-M-13)**

MOTION: Councilman Morrow  
SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

~ CONTINUATION TO WORKSHOP MEETING 7:20 PM~

**Workshop Meeting Items**

**New business:**

**Presentation of the Town Fee Schedule for 2020**

**Resolution Adopting the 2020 Town Fee Schedule (#2020-R-14)**

*On Town Website*

**Resolution of the Town Board**

**TOWN OF ULSTER**

**Resolution of Town Board of the Town of Ulster Adopting a Fee Schedule to**

**Take Effect January 1, 2020**

**WHEREAS**, the Town Board of the Town of Ulster is authorized to set all fees, deposits, and costs by resolution of the Town Board pursuant to adopted local law,

**NOW, THEREFORE, BE IT HEREBY**

**RESOLVED**, that the schedule of fees, deposits, and costs is hereby amended as set forth in Exhibit "A" annexed hereto, effective as of January 1, 2020.

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**TOWN OF ULSTER TOWN BOARD ORGANIZATIONAL/WORKSHOP MEETINGS (01)**

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JANUARY 2, 2020

**Motion to authorize the Supervisor to sign the 2020 Intermunicipal Agreement for Police Services with the City of Kingston (#2020-M-15)**

*Endorsed by Chief Berardi*

MOTION: Councilman Secreto  
SECOND: Councilman Morrow

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Motion to authorize Councilman VanKleeck to attend the New Elected Town Official Training School, January 15th-17th in Albany, NY (#2020-M-16)**

MOTION: Councilman Morrow  
SECOND: Councilman Kitchen

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Motion to authorize Councilman VanKleeck to attend AOT 2020 Annual Meeting and Training School, February 16th-19th in New York, NY (#2020-M-17)**

MOTION: Councilman Secreto  
SECOND: Councilman Kitchen

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

**Motion to authorize the Highway Superintendent to sign the 2020 Gateway Cleaning Contract for the Highway Complex (#2020-M-18)**

MOTION: Councilman Van Kleeck  
SECOND: Councilman Morrow

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Motion to authorize payment to Roehrs Construction Co., Inc. in the amount of \$57,000.00 for Contract No. TU-181, CSX Crossing for Installation of Low-Pressure Sanitary Sewer Force Main & Appurtenances (#2020-M-19)**

MOTION: Councilman Secreto  
SECOND: Councilman Van Kleeck

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Motion to Authorize Supervisor to sign Designation of the City of Kingston Planning Board as Lead Agency for the Empire State Trail to be built on the Scenic Hudson Property in the Town of Ulster (#2020-M-20)**

MOTION: Councilman Kitchen  
SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

**Motion to declare surplus a 2013 Ford Police Interceptor VIN # 1FAHP2M82DG143500 and authorize its sale to the Town of Shandaken for the sum of \$500.00 (2020-M-21)**

MOTION: Councilman Secreto  
SECOND: Councilman Morrow

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Resolution (#2020-07) Authorizing Purchase of Beacon AMA Water Meters and Technical Assistance under the Local Law to Allow Purchasing of the Best Value (#2020-R-22)**

**Resolution of the Town Board**

**TOWN OF ULSTER**

**Resolution Authorizing Purchase of Beacon AMA Water Meters and Technical Assistance under the Local Law to Allow Purchasing of the Best Value**

**WHEREAS**, the Town adopted Local Law #3 of 2013 entitled “A Local Law to Allow Purchasing of the Best Value”, and

**WHEREAS**, the Town Board authorized the standardization of Water Meters based upon the Sensus Water Meter at the May 3, 1988 Town Board meeting; and

**WHEREAS**, the Town Water Department has determined a need to examine an alternate to the use of Sensus Water Meters based upon technological changes that have taken place since 1988 in the data collection aspect of meter reading,

**WHEREAS**, the Town Water Department has conducted a review of various alternate water meters and data collection systems suitable for deployment in the Town’s Water Districts including obtaining quotes for new equipment,

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**WHEREAS**, the Town Water Superintendent made a recommendation to purchase for a test deployment in the Bright Acres Water District the Beacon AMA Meter and Reader System from Badger Meters,

**WHEREAS**, Badger Meter has advised the Town of Ulster that Schmidt's Wholesale, Inc. of Monticello, N.Y. is there exclusive regional distributor covering the Town of Ulster,

**WHEREAS**, the Town Water Superintendent has reported that the test deployment in the Bright Acres Water District of the Beacon AMA Meter and Reader System from Badger Meters has performed satisfactorily and meets the needs of the Ulster Water Department,

**WHEREAS**, the Town Water Superintendent makes a recommendation to continue the deployment of the Beacon AMA Meter and Reader System from Badger Meters in other Water Districts,

**RESOLVED**, that the Town Board authorizes the purchase by the Town Water Department of additional Beacon AMA Meter and Reader System from Badger Meters (per the attached quotes) under the Town's Best Value Law in an amount not to exceed \$87,500.00 for the Ulster (Katrine Lane Sewer Expansion Section), Cherry Hill and Spring Lake Water District for installation in 2020.

**FURTHER RESOLVED**, that the funds for the purchase by each District of the equipment be fund through the appropriation of Unappropriated Fund Balance or other sources as provided by in the approved Capital Projects Budget.

MOTION: Councilman Morrow

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

JANUARY 2, 2020

**Resolution to Promote Warren Tutt to the position of MCO / Building Inspector II and as Department Head of the Building, Planning and Zoning Department (#2020-R-23)**

**RESOLUTION OF THE TOWN BOARD**

**TOWN OF ULSTER**

**Resolution Appointing Warren Tutt as Building Department Head**

WHEREAS, Kathryn Moniz, Building Department Head, has retired from the Town effective December 31, 2019; and

WHEREAS, it is necessary to appoint a new Building Department Head; and

WHEREAS, Warren Tutt, who currently holds the position of Municipal Codes Officer / Building Inspector I, has served admirably in said position and is the appropriate person to be promoted to Building Department Head;

NOW, THEREFORE BE IT RESOLVED that the Town of Ulster Town Board hereby appoints Warren Tutt as Department Head overseeing the Building, Planning, and Zoning Department holding a civil service title of MCO/BI II effective January 1, 2020, *nunc pro tunc*.

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Resolution authorizing Supervisor to sign Acknowledgement and Acceptance of WIAA Grant Award and authoring the signing of any and all documentation related to this Grant Award for the Halcyon Park Water Tank Replacement Project (#2020-R-24)**

*Supervisor:* Town awarded Grant in December, 2019

JANUARY 2, 2020

**RESOLUTION OF THE TOWN BOARD**  
**TOWN OF ULSTER**

**Resolution Authorizing the Supervisor to Accept a NYS Water Infrastructure Improvement Act (WIIA) Grant**

WHEREAS, the Town of Ulster has been recently awarded a NYS Water Infrastructure Improvement Act (WIIA) Grant for the Halcyon Park Water District / Replacement of Finished Water Storage Tank; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Town Supervisor, or the Deputy Supervisor in his absence, to sign the Acknowledgment and Acceptance of WIIA Grant Award and any additional documents required to comply with the grant requirements; and be it further

RESOLVED, that a certified copy of this resolution be forwarded to the New York State Environmental Facilities Corporation.

MOTION: Councilman Morrow

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**Motion to Hire a Part Time Police Officer (#2020-M-25)**

Trevor Bailey: \$23.36/hour; start date 1/4/20; rehiring after Bailey taking full time position with Kingston Fire Dept.

MOTION: Councilman Secreto

SECOND: Councilman Van Kleeck

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*



JANUARY 2, 2020

**Resolution Creating Position of Deputy Assessor and Appointing Miranda Bernholz as Deputy Assessor / Department Head Overseeing the Assessor's Office (#2020-R-26)**

*Supervisor:* Position will be filled with two people. This current appointment subject to creation of position by the Ulster County Civil Service Office. Will take time to get this finalized. Start date for this position January 13.

**RESOLUTION OF THE TOWN BOARD**

**TOWN OF ULSTER**

**Resolution Creating Position of Deputy Assessor and Appointing Miranda Bernholz as Deputy Assessor / Department Head Overseeing the Assessor's Office**

WHEREAS, James Maloney, Town Assessor, passed away on July 11, 2019; and

WHEREAS, James Maloney was the Town official who served as the Assessor and Department Head overseeing the Assessor's Office; and

WHEREAS, it is necessary to appoint a new Department Head overseeing the Assessor's Office; and

WHEREAS, Miranda Bernholz is a New York State licensed appraiser who has experience as Town of Wawarsing Assessor;

RESOLVED, that the position of Deputy Assessor is hereby established, effective immediately;

RESOLVED that the Town Supervisor is hereby authorized to file the required documents creating the position of Deputy Assessor within the Ulster County Civil Service System based upon the following position responsibilities;

1. Inspects real property to determine evaluation for tax purposes; fixes assessment on buildings and land;
2. Maintains continuous check on assessment records for accuracy and validity in order to keep abreast of new construction and other changes affecting property values;
3. Supervises the work of employees and participates in the preparation and compilation of assessment rolls;
4. Effects transfers and apportionment of properties, attends appeal hearing and acts on evaluation complaints; hears and considers oral and written complaints; explains status of assessment program for taxpayers;

**TOWN OF ULSTER TOWN BOARD ORGANIZATIONAL/WORKSHOP MEETINGS (01)**

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JANUARY 2, 2020

5. Acts for and in place of the Town Assessor and exercises the powers and responsibilities of the Town Assessor.

RESOLVED, that the Town of Ulster Town Board hereby appoints Miranda Bernholz as Department Head (with the title of Deputy Assessor, subject to the approval of Ulster County Civil Service) overseeing the Assessor's Office, effective immediately.

MOTION: Councilman Kitchen

SECOND: Councilman Morrow

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Abstain (conflict of interest)
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

**PUBLIC COMMENT** –

1. Councilman Morrow: Thoughts and prayers are with the family of Town Planner, Alan Sorensen, who recently lost his son; thoughts and prayers with the family of Corey Halwick as he lost his stepmother .

~ End of Public Comment ~

**TOWN OF ULSTER TOWN BOARD ORGANIZATIONAL/WORKSHOP MEETINGS (01)**

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JANUARY 2, 2020

**MOTION to adjourn: 7:30 pm (#2020-M-27):**

MOTION: Councilman Kitchen

SECOND: Councilman Secreto

Town Councilman Kitchen	-Aye
Town Councilman Morrow	-Aye
Town Councilman Secreto	-Aye
Town Councilman Van Kleeck	-Aye
Supervisor Quigley	-Aye

*CARRIED*

Respectfully Submitted by Suzanne Reavy  
Ulster Town Clerk