

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

***MEETING CLOSED TO THE PUBLIC DUE TO CORONAVIRUS (COVID-19)
Meeting Conducted via Zoom (video conference); Audio Recorded (standard procedure);
Broadcast Live via Facebook.
Audio and Video available on the Town of Ulster Website***

ALL VOTES on Each Motion and Resolution are Cast Via ROLL CALL VOTE

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

SALUTE TO THE FLAG

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 3rd

ALSO IN ATTENDANCE (all via Zoom)

1. Warren Tutt, Building Inspector
2. Jason Kovacs, Town Attorney
3. Kyle Berardi, Police Chief
4. Frank Petramale, Highway Superintendent
5. Vincent Maggiore, Wastewater Superintendent

ADDITIONS OR CHANGES TO AGENDA – None

PUBLIC DISCUSSION ON AGENDA ITEMS – None

COMMUNICATIONS –

Reavy: Phone call received yesterday from a long time visitor to Robert Post Park. She stated that she and her husband noticed significant changes in the park this year – everything is beautiful and well maintained. Employees there are always moving and working. She appreciates the changes.

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

Supervisor: Randy Sauers should be acknowledged, with the assistance of the Highway Department.

New Business:

Presentation and Acceptance of the 2019 Financial Reports for the Town Clerk's Office and the Justice Court (2020-M-146)

Placed on Town Website and Reports Presented to Town Board via email,

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

Presentation and Acceptance of the 2019 Audited Financial Reports for the Town (2020-M-147)

Placed on Town Website

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

Discussion on resuming standard operating procedure at the Town Transfer Station

Supervisor: During pandemic, normal operating procedures were suspended. Discussing resuming procedures where punch cards are needed to dispose of trash.

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

Councilman Morrow: At this point, we should go back to normal operations.

Councilman Secreto: We had talked about June 1. Did we start charging on June 2?

Supervisor: This is a retroactive Motion.

MOTION to go Restore Standard Operating Procedures at the Town Transfer Station (2020-M-148)

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

Discussion on Reopening Town Hall and Highway Complex to the Public

Supervisor: There is a State checklist for reopening procedures at town hall and highway complex. Recommends reopening Town of Ulster facilities on July 6, 2020.

Councilman Van Kleeck: Makes a MOTION to Reopen Town Facilities on July 6, 2020

MOTION to Reopen Town Facilities on July 6, 2020 (2020-M-149)

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

Reavy: Public has been very patient and appreciative of the way town offices are operating. Understanding that offices must be closed at this time, the Town Clerk's office offers options for residents to conduct transactions: mail or meeting outside to conduct town business.

Tutt: Has a temporary picnic table office outside. No negative input. Everything processing as normal and not slowing down.

Petramale: No negative comments.

Maggiore: No negative comments. Everything running smoothly.

Presentation of draft of the Statement of Annual Financial and Operating Information ("SEC") for the fiscal year ending December 31, 2019

Presentation only

Supervisor: Town's requirement to report to State Comptroller, Town has obligation to report to Securities and Exchange Commission (SEC) an Annual Financial and Operating Statement, which was presented to Town Board members today. Allow Town Board members to review the draft.

JUNE 4, 2020

Old Business:

Resolution for Abandonment of Public ROW called Potter Hill Road Spur (2020-R-150)

Supervisor: No public comment received after prior 5/7/2020 public hearing.

Resolution of the Town Board
TOWN OF ULSTER
Resolution authorizing filing of Certificate of Abandonment for a
portion of Potter Hill Road

WHEREAS, Joseph Gaddis and Cheryl Gaddis are the owner of the property identified as SBL: 39.8-2-11, and said property adjoins both sides of a paper road that was formerly utilized by the Town as Potter Hill Road but has not been used as a road in over thirty (30 years); and

WHEREAS, Joseph Gaddis and Cheryl Gaddis desires and requests that the Town convey its interest in that portion of the former Potter Hill Road (description attached to this resolution as Schedule “A”) to the adjoining property owner: Joseph Gaddis and Cheryl Gaddis; and

WHEREAS, the Town Highway Superintendent joins in the request as the transfer will remove a paper road from the town’s road inventory; and

WHEREAS, the proposed road abandonment was introduced before the Town Board of the Town of Ulster on April 23, 2020, and upon notice duly published and posted, a hearing was held on May 7, 2020 at 7:15 p.m., before the Town Board,

WHEREAS, the Town Board has conducted the public hearing as requested and subsequent thereto has determined that an abandonment of that portion of Potter Hill Road depicted on Exhibit “A” is proper and will not cause injustice or hardship to the owner or occupant of any lands adjoining such highway; and

WHEREAS, the Town of Ulster Highway Superintendent has presented to this Board a Certificate of Abandonment pursuant to Section 205 of the New York Highway Law.

NOW, therefore, be it

RESOLVED, that the foregoing recitations are incorporated herein and made part hereof as if fully set forth hereafter; and it is further

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

RESOLVED that the Town Board of the Town of Ulster hereby accepts the Certificate of Abandonment of that portion of Potter Hill Road depicted on Exhibit "A" as presented by the Town Highway Superintendent; and it is further

RESOLVED, that the Town of Ulster's responsibility for maintaining that portion of John Street depicted in Exhibit "A" shall cease.

**SCHEDULE "A"
DESCRIPTION OF POTTER HILL ROAD (ABANDONED)**

All that piece or parcel of land situate in the Town of Ulster, County of Ulster and State of New York, being found on a "Map of Lot Line Revision prepared for Cheryl A. Gaddis & Joseph D. Gaddis" filed in the Ulster County Clerk's office on _____ as map number _____, being more particularly bounded and described as follows:

Beginning at point on the Westerly side of New York State Route 32, said point being the Northeasterly corner now or formerly of lands of Mary T. Hellen and Lee Hellen Hewitt (liber 6432 page 227) to be conveyed to Gaddis; thence along the bounds of lands of Hellen and Hewitt the following eight courses and distances

1. North 23°-54'-48" West, 40.84 feet to a point; thence
2. North 31°-16'-48" West, 162.01 feet to a point; thence
3. North 24°-51'-48" West, 35.66 feet to a point; thence
4. North 8°-59'-48" West, 29.75 feet to a point; thence
5. North 2°-24'-12" East, 32.21 feet to a point; thence
6. North 6°-07'-12" East, 55.26 feet to a point; thence
7. North 18°-42'-48" West, 19.49 feet to a point; thence
8. North 33°-46'-48" West, 3.16 feet to a point on the Southerly side of the existing Potter Hill Road; thence

North 74°-51'-35" East, along said side of Potter Hill Road, 33.89 feet to a point, said point being the Northwesterly corner of lands of Cheryl A. and Joseph D. Gaddis (liber 3638, page 234); thence along the bounds of Gaddis the following seven courses and distances,

1. South 18°-42'-48" East, 27.69 feet to a point; thence
2. South 6°-07'-12" West, 61.46 feet to a point; thence
3. South 2°-24'-12" West, 27.85 feet to a point; thence
4. South 8°-59'-48" East, 21.85 feet to a point; thence
5. South 24°-51'-48" East, 29.22 feet to a point; thence
6. South 31°-16'-48" East, 162.29 feet to a point; thence
7. South 23°-54'-48" East, 2.36 feet to a point on the aforementioned Westerly side of New York State Route 32; thence

Along said side of New York State Route 32, South 21°-41'-12" West, 23.09 feet to point and South 10°-06'-12" West, 29.49 feet to the point of the beginning.

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

It is intended herein to describe a portion of the vacated or previously used Potter Hill Road Spur connecting New York State Route 32 to the existing Potter Hill Road.

Subject to the rights of the public in any portions thereof lying within the bounds of N.Y.S. Rt. 32 and Potter Hill Road.

All bearings are magnetic meridian of August 1986 as surveyed by Michael C. Vetere, P.L.S. as shown on a survey dated March 29, 2020.

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

JUNE 4, 2020

Resolution for Abandonment of Public ROW called portion of John Street- East Kingston (2020-R-151)

Supervisor: No public comment received after prior 5/7/2020 public hearing.

Resolution of the Town Board
TOWN OF ULSTER
Resolution authorizing filing of Certificate of Abandonment for a
portion of John Street in East Kingston

WHEREAS, Quarry Waters LLC, an affiliate of the Scenic Hudson Land Trust, is the owner of the property identified as SBL: 48.16-3-8.100, and said property adjoins both sides of John Street in East Kingston between the municipal boundary with the City of Kingston and the northerly boundary of said property; and

WHEREAS, Quarry Waters LLC desires and requests that the Town convey its interest in that portion of John Street between the municipal boundary with the City of Kingston and the northerly boundary of said property to the adjoining property owner: Quarry Waters LLC; and

WHEREAS, said request is being made by Quarry Waters LLC, an affiliate of the Scenic Hudson Land Trust due to the anticipated Empire State Trail which is to be constructed on said property, with easements to be granted to the City of Kingston and Town of Ulster for public access and maintenance; and

WHEREAS, the Town Highway Superintendent joins in the request as the transfer will remove a dead-end street from the town's road inventory and reduce maintenance costs for the Town for a roadway that serves no useful purpose to the Town; and

WHEREAS, the proposed road abandonment was introduced before the Town Board of the Town of Ulster on April 23, 2020, and upon notice duly published and posted, a hearing was held on May 7, 2020 at 7:10 p.m., before the Town Board,

WHEREAS, the Town Board has conducted the public hearing as requested and subsequent thereto has determined that an abandonment of that portion of John Street depicted on Exhibit "A" is proper and will not cause injustice or hardship to the owner or occupant of any lands adjoining such highway; and

WHEREAS, the Town of Ulster Highway Superintendent has presented to this Board a Certificate of Abandonment pursuant to Section 205 of the New York Highway Law.

NOW, therefore, be it

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

RESOLVED, that the foregoing recitations are incorporated herein and made part hereof as if fully set forth hereafter; and it is further

RESOLVED that the Town Board of the Town of Ulster hereby accepts the Certificate of Abandonment of that portion of John Street depicted on Exhibit "A" as presented by the Town Highway Superintendent; and it is further

RESOLVED, that the Town of Ulster's responsibility for maintaining that portion of John Street depicted in Exhibit "A" shall cease.

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

Presentation of Grant Agreement from Greenway for the Hudson River Brickyard Trail

Supervisor: In 2012, Town of Ulster participated with city of Kingston in making a CFA grant application to NYS for \$1.2M to build the promenade for Hudson Landing. Hudson Landing conveyed the land to Scenic Hudson and promenade morphed into the Empire State Rail Trail. Under the CFA grant, the local municipalities stepped in to do a matching grant for construction costs. Town of Ulster's construction costs \$51K. We made a statement to Greenway that the Town of Ulster could not afford the full \$50K. Greenway put together a program to make a Town of Ulster grant for 50% of the Town's obligation. No action tonight.

Presentation of Resolution Authorizing Town Supervisor to Sign Cooperative Agreement with Greenway Conservancy for the Hudson River Valley, Inc.

Supervisor: No action tonight. Vote at 6/18 meeting.

Presentation of the revised Inter Municipal Agreement with the City of Kingston changing the Town funding to \$25,000 per Agreement with Greenway

Supervisor: Reflecting the fact that Greenway will make a presentation to the Town to offset a portion of the Town's financial contribution. No action tonight. Vote at 6/18 meeting.

JUNE 4, 2020

Presentation of Resolution to authorize the Supervisor to sign the Hudson River Brickyard Trail Inter-Municipal Agreement

Supervisor: No action tonight. Vote at 6/18 meeting.

Presentation of Resolution for the Appropriation of \$25,000 from Recreation Equipment Reserved Fund to fund obligations under sign the Hudson River Brickyard Trail Inter-Municipal Agreement

Supervisor: No action tonight

Presentation of Public Access Easement to be granted by Quarry Waters, LLC to the City of Kingston and Town of Ulster

Supervisor: No action tonight

Presentation of Resolution accepting Public Access Easement to be granted by Quarry Waters, LLC to the City of Kingston and Town of Ulster

Supervisor: Authorizing acceptance of easement by the Town. Purpose of the easement relates to the CFA grant. State funds cannot be used for improvements on private property. Easement grants the Town a public interest in the lands, which then would qualify for the CFA grant construction of the trail funding.

Presentation of Intermunicipal Agreement with City of Kingston for Spring Lake Sewer

Supervisor: Model agreement used twice before for Washington Ave and East Kingston Sewer Districts. Allows Town use of the City of Kingston treatment plant for the disposal of municipal waste from Spring Lake Sewer District Phase I, currently underway.

JUNE 4, 2020

Resolution for Inter Municipal Agreement with City of Kingston for Spring Lake Sewer (2020-R-152)

Supervisor: Allows the Supervisor to sign to implement submission documents to DEC for plans for this sewer district.

RESOLUTION OF THE TOWN BOARD
TOWN OF ULSTER

Resolution Authorizing Town Supervisor to sign Intermunicipal Agreement with the City of Kingston for the benefit of the proposed Spring Lake Sewer District

WHEREAS, the Town of Ulster has received a grant to offset some or all of the costs of creating a sewer district for the Spring Lake portion of the Town of Ulster; and

WHEREAS, the City of Kingston has indicated that it will accept sewage from proposed Spring Lake Sewer District upon execution of a formal intermunicipal agreement; and

WHEREAS, the Town Supervisor, the Town Sewer Superintendent, and the Town Attorney has received and reviewed the attached intermunicipal agreement, and they have recommended the Town Board approve the agreement; now, therefore, be it

RESOLVED that the Town Supervisor is hereby authorized to sign the attached intermunicipal agreement on behalf of the Town of Ulster.

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

JUNE 4, 2020

Resolution authorizing the purchase of SCADA Equipment from Aqualogics Systems, Inc. to complete the upgrade to the Ulster Water Districts SCADA System (2020-R-153)

Supervisor: Last several years, Town of Ulster constructed new water tanks and establish a control monitoring system. Town of Ulster made application to DASNY through Senator Amedore's office, receiving \$87K and second grant for same amount. Grants have completion date. Memo outlining project.

RESOLUTION OF THE TOWN BOARD
TOWN OF ULSTER
Resolution Authorizing Purchase of SCADA Equipment from
AquaLogics

WHEREAS, over the last ten years the Town of Ulster Water Department has established the core of SCADA Control System for the Ulster Water Districts; and

WHEREAS, On September 6, 2017, the Town received SAM Grant Number 7495 for the Ulster and Spring Lake Water Districts. This Grant is be completed by September 6, 2020; and

WHEREAS, SAM Grant Number 7495 is in the amount of \$87,500 and the Town Board appropriated the required funding from the Districts to complete the project at the time the application for the Grant was authorized; and

WHEREAS, on February 26, 2018, the Town received SAM Grant Number 8921 for the Bright Acres, Cherry Hill, and Halcyon Park Water Districts. This Grant is be completed by March 13, 2021; and

WHEREAS, SAM Grant Number 8921 is in the amount of \$87,500 and the Town Board appropriated the required funding from the Districts to complete the project at the time the application for the Grant was authorized;

WHEREAS, on September 24, 2018, AquaLogics, the systems provider for the foundation work performed in the Ulster, Glenerie and East Kingston Water Districts over the last 10 years, provided an updated scope and proposal for the work required by the two grants: and

WHEREAS, on December 4, 2018, the Ulster County Health Department approved the scope of work to be performed during this project; and

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

WHEREAS, on September 19, 2019, the Town Board of the Town of Ulster authorized and designated AquaLogics as the sole-source provider for the design, fabrication, installation, monitoring, and repair of the proposed SCADA Improvements for the Ulster Water Districts; and

WHEREAS, the Town of Ulster Water Superintendent recommends the placement of a Purchase Order by the Town of Ulster Water Department pursuant to the Standardization Resolution adopted on September 19, 2019 for the items listed in the attached document, which is hereby incorporated into this resolution; now, therefore, be it

RESOLVED, that the Town Board of the Town of Ulster hereby authorizes the placement of a Purchase Order by the Town of Ulster Water Department pursuant to the Standardization Resolution adopted on September 19, 2019 for the items listed in the attached document.

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

JUNE 4, 2020

Resolution appropriating funds in accordance with recommendations of Supervisor, based upon Fund Balance Review (2020-R-154)

Supervisor: January, Town adopted a Fund Balance Policy, setting minimal level of unreserved funds to be maintained in reserve for unexpected situation. Funds in excess of the minimum can be set aside in reserve funds. April, 2020 completed AUD financial document and was to come back with further recommendations.

Recommendations:

General Fund: **\$200,000** be reserved and removed from unassigned funds, then transferred to retirement contribution

Ulster Water District: **\$175,00** be added to capital reserve funds, to eventually be used for capital improvements in Ulster Water District.

Ulster Sewer District: Underwent engineering study last fall, resulting in presentation proposing \$6M upgrade to wastewater treatment plant. Sewer district ran out of surplus last year. **\$300,000** set aside sewer improvement reserve fund.

RESOLUTION OF THE TOWN BOARD
TOWN OF ULSTER

Resolution Authorizing Appropriation of Funds in Accordance with
Recommendation of Town Supervisor

WHEREAS, On May 7, 2020, the Town Board accepted the Annual Update Document as filed with the NYS Comptroller's Office in satisfaction of the Town Supervisor's Annual Accounting Report requirement to the Town Board under NYS General Municipal Law Section 30; and

WHEREAS, on May 28, 2020, EFPG Group LLP, The Town of Ulster's Independent Accounts and Auditors delivered the Audited Financial Statements for the year ended December 31, 2019 in conformity with the financial results reported to the New York State Comptroller's Office in the Annual Update Document; and

WHEREAS, at the Organizational Meeting of the Town Board held January 2, 2020, the Board adopted a Fund Balance Policy for 2020, requiring the Town Supervisor to provide a report to the Town Board with recommendations upon acceptance by the Town Board of the final Audit Report; and

TOWN OF ULSTER TOWN BOARD WORKSHOP MEETING (09)

JUNE 4, 2020

WHEREAS, at the April 23, 2020 meeting of the Town Board, the Supervisor presented to the Town Board an initial draft Fund Balance Review for the Year ended December 31, 2019: and

WHEREAS, the Supervisor hereby presents the final Fund Balance Review for the year ended December 31, 2019 with the following recommendations:

General Fund – recommendation to Appropriate \$200,000 from the Unassigned Fund Balance and transfer to the Retirement Contribution Reserve Fund

Ulster Water District - recommendation to Appropriate \$175,000 from the Assigned Fund Balance and transfer to the Capital Reserve Fund

Ulster Sewer District - recommendation to Appropriate \$300,000 from the Assigned Fund Balance and transfer to the Sewer Improvement Reserve Fund; now, therefore be it

RESOLVED, that the Town Board of the Town of Ulster hereby authorizes the Town Supervisor to appropriate funds as set forth below:

1. General Fund –Appropriate \$200,000 from the Unassigned Fund Balance and transfer to the Retirement Contribution Reserve Fund;
2. Ulster Water District - Appropriate \$175,000 from the Assigned Fund Balance and transfer to the Capital Reserve Fund;
3. Ulster Sewer District - Appropriate \$300,000 from the Assigned Fund Balance and transfer to the Sewer Improvement Reserve Fund.

MOTION: Councilman Van Kleeck

SECOND: Councilman Kitchen

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

CARRIED

JUNE 4, 2020

PRESENTATION:

Vincent Maggiore, Wastewater Superintendent

Two meetings ago, Town Board adopted the purchase of sewer district equipment: “trenchless technology”. Digging without destroying the roadway and avoiding major excavation. Recently implemented two repairs Sawmill sewer pump station area has reduced infiltration and flow by over 90%.

Maggiore and Councilman Van Kleeck share pictures of the work

Investment: \$9,300 and justified with the two repairs. Workers on site from Queensbury to train. Will seal 8”-12” diameter pipe and up to four foot repair point. Fiberglass repair point – 50 year life. For gravity sewers.

Supervisor: Katrine Lane sewer project now complete.

Petramale: Both departments worked great together.

COMMENTS

1. Kyle Berardi: Police performance over the last few days, appreciates the support of the community. Trying to do the right thing for the community as a whole.
2. Councilman Van Kleeck: Opportunity to visit all town departments and is very impressed. Everything functioning well. Proud. Police doing valiant job.
3. Councilman Secreto: Be safe, Kyle.
4. Supervisor: Apologizes to public not able to make comments at this time. Has been a pleasure to work with town hall and trying to address the needs of all. We will get through this.

MOTION to adjourn: 7:39 pm (2020-M-155)

MOTION: Councilman Morrow

SECOND: Councilman Kitchen

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

CARRIED

Respectfully Submitted by Suzanne Reavy
Ulster Town Clerk