

## TOWN OF CLAVERACK

### Regular Monthly Meeting

June 11, 2020

The regular Monthly Meeting of the Town Board of the Town of Claverack, Columbia County, New York, was held at the Town Hall, #836 Rte. 217, Mellenville, New York. Meeting called to order by Supervisor Clifford Weigelt at 7:00 p.m. with the Pledge of Allegiance to the Flag. Per Executive Order from the New York State Governor, because of COVID-19, the meeting was held remotely, with the public having the ability to listen, comment and ask questions.

Present:	Clifford Weigelt	Supervisor
	Kathleen Cashen	Councilwoman
	Stephen Hook	Councilman
	Brian Keeler	Councilman
	George Duntz	Councilman
	Robert Fitzsimmons Jr., Esq.	Attorney for the Town (via remote)
	Louis LaMont	Superintendent of Highways
	William Michael	Deputy Town Clerk

Motion by Councilman Hook, seconded by Councilman Keeler to accept minutes of Regular Monthly Meeting of May 14, 2020. Carried

**Highway Report-** Highway Superintendant Louis LaMont reported the highway department replaced culvert pipes on Catskill View Road. Replaced three driveway pipes and three road crossing pipes on Bate Road Extension. Cleaned ditches on Lockwood and Carlson roads, mowing roadsides in all zones and trimming in the Town Park, cemetery on Route 23 and waterplant. H.S Lamont stated that the State DOT came to the Town Park to spray the baselines on the baseball fields to prevent overgrowth of weeds. Councilwoman Cashen asked if the plants in the Hamlet park could be watered. She expressed that the plants were half dead from no rain. She was asked if there was a committee for taking care of the plants which she responded the committee was only to select the plants and plant them, not for regular care. Supervisor Weigelt suggested that a plan is formulated to either have the part time park employees maintain the plantings in the hamlet park or set up a committee to do such. Highway Super LaMont then went on to say that he received an email that the Town was going to receive CHIPS money. It was told that the CHIPS would be at 80% but 100% if combined with a Federal stimulus. Michael Bucci from the Town's accounting office joined in remotely and explained that he has recommended to other Towns that before planning on spending the

money, they receive something in writing. Highway Super LaMont stated that he had it in writing which Councilman Keeler said would be important for the Board to have. Highway Super LaMont said he needed to know if he would be able to work on his scheduled projects by the next day in order to receive items from Peckham in time while the weather was favorable. The Board asked Town Attorney Robert Fitzsimmons what he had thought which he responded he agreed with M.Bucci and there may be nothing concrete in writing and that the Town go with the best information presented. M.Bucci then asked what was on the 284 the Highway Super LaMont presented the Board? Supervisor Weigelt answered Justice Road, Meltz Lane, and Snyderstown Road totaling \$118,000. Bucci then asked what happened to Dunbar Road, Supervisor Weigelt answered that was not on the 284 because it had already been approved the past year. Bucci stated that road could be done while waiting for CHIPS because it was already funded. Attorney Fitzsimmons was asked as far a new funding, what were other Towns doing while waiting for CHIPS? He stated that they are booking about 50% of the work to allow for cash flow issues. M.Bucci then stated that there was also \$90,000 in the budget for improvements outside of CHIPS but should go over possible revenue shortfalls. Supervisor Weigelt also said he would also like to look at the possible shortfalls first.

Discussed revenue shortfalls. Councilman Keeler presented the board with a spreadsheet of Town revenue and expenses to discuss shortfall but went on to say that after speaking with the County Treasurer, things looked better than anticipated with an extra \$100,00 in sales tax. He then proceeded to go over the spreadsheet that he and other Board members worked on for expected revenue impacts on the Town. Councilman Keeler started went back to last month's board meeting when it was thought by the County there would be a possible thirty percent sales tax decrease. Next the Board went over other possible lower than expected income figures consisting of lower sales tax, park fees, interest earnings, fines, mortgage tax, building permits and CHIPS loss. Mike Bucci stated that looking at some of the numbers, some will be better than expected, such as mortgage tax. Councilman Keeler next went on to the expense section of the spread sheet. First gone over was salt for the roads. Supervisor Weigelt stated that salt reserve will be used before purchasing anymore if possible until after the end of 2020. The Board then proceeded to go through the other expense line items such as comprehensive plan, senior trips, which have been cancelled until further notice, park personnel and the youth program. In reference to park personnel, Mike Bucci asked Highway Super LaMont if the work at the park is limited, and half of the planned road work is being done, could the full time highway crew take care of the grounds and eliminate part time employees for cost cutting. Highway Super LaMont responded he is already one man short from someone leaving last year, has one man mowing roadsides and needs all others to be able to do road work. The Board then continued to go over line items in each of the Town's funds with Mike Bucci for other possible short falls and savings.

**Dog Control Officer's Report for June-** received and on file in Town Office for review.

## CORRESPONDENCE

Including but not limited to:

Memo of understanding – Claverack Free Library and Town of Claverack  
Columbia County Board of Supervisors – Resolution No. 161-2020 – Authorization for implementation of Emergency Fiscal Programs and Building Amendments in Response to the COVID-19 Pandemic.  
Copy of monthly sales tax collections by region  
Rebecca A. Brodeur – Re: Census Reports  
Bonnie Becker – email- Legislative Call to Action  
Eddie F. – email – Re: Olana  
Eddie F. – email - Re: Columbia Golf and Country Club  
William G. Pierson – email – Re: Fish & Game Road Project  
NYS Town Clerk’s Association – email- Re: New Retention Schedule coming soon  
J.M. LaPorta – email- Re: APHNYS launches groundbreaking new COVID-19 documentation project  
NYS Department of Health – NY Forward Safety Plan Template  
Michael Arden – email – Re: Site-Specific Benefit Dance Performance Inquiry, information and application  
Empire State Development – Guidance for Determining Whether a Business Enterprise is Subject to a Workforce Deduction Under Recent Executive Orders – June 3, 2020  
Several emails – Town Clerk’s information on opening Town Halls for business  
Carol Wilber – email – Re: Columbia Comeback: Guidelines Released in Preparation of Phase Two Reopening – Capital Region Has Not Yet Achieved Phase Two Status – Tuesday June 2, 2020  
Thank You card from Ann O’Keefe for face masks. Picked one up a Mellenville Post Office  
Shannon Baxevanis – email – New York Transco – Laydown Yard in Claverack and Fact Sheet  
Email – Re:Churchtown Cemetery Association  
Columbia Comeback – email – Phase Three Guidelines &Reopening Survey Results  
J.M. LaPorta – email – Re: Mastodon Sign at Greenport Conservancy  
Dineen Panadis – Republican Deputy Commissioner – Columbia County Board of Elections – Polling Places for Primary Elections and Early Voting Schedule – Early Voting and Polling Locations for June 23<sup>rd</sup> Primary

## Committee Reports

None received at the Town Office

## Supervisor's Report

Nothing to report at this time.

## Board Member Reports

**Councilman Hook-** Met with NexGen for plexiglass for Town Offices.

Met with solar person about potential solar project.

Meeting along with Councilwoman Cashen with Claverack Library Officials.

Food pantry pick up, cardboard recycling.

End of reports

Discussion of the Churchtown Cemetery. Councilman Hook spoke of an e-mail received from the Cemetery stating the they will be running out of funds in four to five years and after that, the Towns of Claverack and Taghkanic would take over maintenance responsibilities. Councilman Hook will follow up.

Discussed an interest for doing a benefit dance performance at the Town Park at the end of June. Both Councilwoman Cashen and Councilman Duntz met with Michael Arden of Philmont and gave the rest of the Board details. The performance would be in the evening on the basketball court. Audience would be limited to eight cars already pre-determined and persons would stay in their vehicle and observe. This is not open to the public. The dance would benefit a cancer program.

Discussed updates on moving the Town Court to the old Claverack Library until a new building is built. Councilwoman Cashen and Councilman Hook met with Library officials Stephen King, Mike Sullivan and Judge Michael Brandon to discuss how the process was going. As of now, they are awaiting the completion of an ADA bathroom, making sure the septic system is going to be acceptable and parking. Judge Brandon brought up his concerns of the ADA bathroom, security for Court Clerks, and also the parking issue off site that may require additional police security. Supervisor Weigelt asked where the process was at and how long before moving would be able to happen. Councilman Hook explained that at this time the projects that need to be completed are a new ADA bathroom, possible upgrade of the septic system and minor changes to the entrance to the building and parking spots. The Town will figure out security needs. Supervisor Weigelt asked if the move could be done in two or three months. Councilman Hook answered it is possible depending how soon the work is completed.

Discussed the restarting of Town Planning and Zoning Board meetings. Supervisor Weigelt stated he would like to get the meeting up and running in July. Town Attorney Fitzsimmons was asked if it were possible which he stated something could probably be done basically the way the Town Board meetings are being done now. This would include members social distancing in the Town Hall and presenters could possibly join on line. Supervisor Weigelt said he was getting a lot of calls from persons with projects who would like to get the meetings going to get toward project approval.

Discussed Town Office opening and the process that would need to be followed as far as a safety plan for COVID-19 screening. Councilwoman Cashen explained a template received from NYS of paperwork that would need to be kept on file by the Town. The Board was asked by the Town Clerk's office for recommendations as to what process they would require for employees and visitors. Councilman Hook advised that thermometers were purchased and available soon to take temperatures. These will be distributed to the Town Clerk's office, the Town Court and the Town Highway Department. Town Attorney Fitzsimmons advised that the County is taking employee temperatures unless it could not happen where employees would then sign a form attesting that they did not have a temperature. It was determined that employees and visitors will have their temperatures taken and the questioner filled out each day.

Resolution to transfer funds from the Town's insurance reserve to cover unemployment, motion by Councilman Hook, seconded by Councilman Keeler, all in favor, carried.

Motion by Councilwoman Cashen, seconded by Councilman Hook to accept a solar fee schedule completed by the Town CEO. This is a one-time fee also instituted by other towns. All in favor, carried.

Discussed with Town Attorney a proposed lease to put a cell tower at the Town water tower location. Town Attorney Fitzsimmons stated he received the email from the person and will be going over it.

Discussed upcoming required training for the Town.

Opened to public: Someone from the public weighed in saying that the meeting was hard to follow with the site being used for the remote meeting. The person also brought up a concern of the Town not having credit card options to pay bills at the Clerks office.

Town Attorney Fitzsimmons was thanked by the Board for attending and setting up the remote meeting.

Motion to go into Executive Session at 9:15 p.m. by Councilman Hook, seconded by Councilman Duntz. Carried. Deputy Clerk excused. The Board came out of Executive Session at 9:37 p.m.

Motion to adjourn meeting by Councilwoman Cashen, seconded by Councilman Hook, all in favor, carried. Meeting adjourned.

General A bills, totaling \$30, 457.15, were audited and ordered paid from their accounts.

General B bills, totaling \$351.00, were audited and ordered paid from their accounts.

Highway DB bills, totaling \$11, 144.74, were audited and ordered paid from their accounts.

Water District 1 bills, totaling \$504.22, were audited and ordered paid from their accounts.

There were no Highway DA bills.

There were no Escrow Account bills.

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Councilwoman Cashen: \_\_\_\_\_

Councilman Hook: \_\_\_\_\_

Councilman Keeler: \_\_\_\_\_

Councilman Duntz: \_\_\_\_\_

Town Clerk: \_\_\_\_\_