

# **TOWN OF WILTON**

**22 TRAVER ROAD**

**WILTON, NEW YORK**

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Susan Baldwin, Town Clerk

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## **REGULAR TOWN BOARD MEETING-May 1, 2014**

Supervisor Johnson called the Regular Town Board meeting to order at 7:05 p.m.

### **Pledge of Allegiance**

**Supervisor Johnson** led the board and the audience in reciting the Pledge of Allegiance to the Flag.

### **Roll Call**

Roll Call by the Town Clerk showed all board members present.

Joanne Klepetar-Councilwoman

Arthur Johnson-Supervisor

John Lant-Councilman

Steve Streicher-Deputy Supervisor

John McEachron-Councilman

Also present were Town Comptroller Jeffrey Reale, Town Counsel Mark Schachner and Director of Planning and Engineering, Ryan Riper.

### **Public Comment Session**

**Supervisor Johnson** asked if anyone signed up for public comment. There was no one.

### **Approve Pending Minutes**

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

### **RESOLUTION #102**

**NOW, THEREFORE, BE IT RESOLVED,** to approve the minutes from the April 3, 2014 meeting, as typed.

The adoption of the resolution was seconded by Councilman Lant, duly put to a vote, all in favor. The motion passed 5 to 0.

**The Friends of Wilton Recreation, Inc.**

**Supervisor Johnson** said The Friends of Wilton Recreation was created over a year ago. Two of the founding members, Joe Bartol and Stuart LaDue, are present to introduce a fundraising campaign.

**Mr. Bartol** stated The Friends of Wilton Recreation is a 5013C. Everything that is donated is tax deductible. Everything donated goes back to the park. The organization is Friends of Wilton Recreation in hopes there will be more recreation areas as well as Gavin Park. There is a new walking trail and the plan is to install workout stations along the trail. The major projects are taken care of by the town and The Friends of Wilton would like to put money back into the park by doing small projects. We have been soliciting businesses over the past year and have been able to purchase a memorial bench and another score board for the gym. We now have a Buy a Brick fundraiser. There are forms available at town hall and on the [friendsofwiltonrec.com](http://friendsofwiltonrec.com) website. There are different size pavers to purchase including 4"X 8" and 8" X 8". The engraving will be done by Glenn Ward. The goal is to have the project complete by Parkfest and have an unveiling. It will be an ongoing project. They will be around the flagpole at Gavin Park. Peter Gailor is also going to assist in the project. **Supervisor Johnson** thanked Mr. Bartol and Mr. LaDue for their efforts.

**Town Wide Traffic Study Update**

**Supervisor Johnson** said the town does a traffic study update every three or four years. The study is the basis for how the town uses the traffic mitigation fees that developers are charged for projects in the town.

**Mr. Riper** said Peter Faith of Greenman-Pedersen, Inc. is present to give a description of the traffic study and what it will encompass.

**Mr. Faith** noted there are a lot of new members on the board that were not around when the firm did the original study in 1992. There was substantial growth in the Town of Wilton in the 1980's and the town leaders and the planning department had the insight to do a town wide traffic study as a way to help manage the growth. The advantage of doing the study is to have an actual plan in place for town roads and what type of traffic improvements would be needed 10-20 years in the future and a mechanism for how to pay for them. The town developed a mitigation fee structured so each individual structure contributed a small amount towards the fund. There are several examples of turn lanes and other improvements built through the mitigation fees without any real cost to the town. The cost of the traffic study is also rolled into the traffic mitigation fees. The update will include subdivisions that are approved but not yet built. The study will project what the traffic impacts will be over the next 10 years. Each single family home contributes \$524.00, each hotel room is \$343.0 per room and every other land use in the town is accounted for. The study has been very successful. Developers are willing to pay the fees instead of having to do individual traffic studies. The development community feels the fees are reasonable. The community accepts it because there are tangible improvements that can be seen. In recent years we have started investigating opportunities for non-motorized transportation as a way of mitigating traffic impacts. We will be looking at accident history and safety at a few town intersections.

**Councilwoman Klepetar** asked what the next step if the Town of Wilton wanted to be more bike and pedestrian friendly. Should a committee be formed? **Mr. Faith** it is in the realm of the traffic study and mitigation funds to find projects that would help encourage non-motorized transportation. There isn't currently a plan in place as to what the community wants in terms of a network of sidewalks, trails, neighborhood connectivity or improved shoulders. We are not going to focus on that for this study since we don't have the budget. If there is a group we could meet with, as part of a study, and come up with a wish list, we could work with that as part of the capital improvement plan. Another potential improvement would be to improve the shoulders on roads that are scheduled to be repaved and are identified as part of the non-motorized network. **Mr. Riper** noted that widening the shoulders serve two purposes, a wider shoulder for non-motorized traffic and it helps with the structure of the road. **Supervisor Johnson** said there is a pathways plan that is part of the Open Space Plan. There are designated roads that require wider shoulders. The plan includes the bike path on Route 9 as well as the Trolley Bed and other easements. **Councilwoman Klepetar** said young families look for multi-use trails and farmer's markets when they relocate.

On a motion introduced by Councilman Lant, the board adopted the following resolution:

**RESOLUTION #103**

**NOW, THEREFORE, BE IT RESOLVED,** to approve the traffic study update from Greenman-Pedersen, Inc. for \$24,000.000.

The adoption of the resolution was seconded by Deputy Supervisor Streicher, duly put to a vote, all in favor. The motion passed 5 to 0.

**Gavin Park Refund Policy**

**Deputy Supervisor Streicher** said he spoke to the town comptroller regarding a lack of policy for refunds for facility rentals or program cancellations. A policy was created after speaking with Steve Porto and Nancy Riely. For internal control, if there is a refund for more than \$500.00, it will require two signatures.

On a motion introduced by Councilwoman Klepetar, the board adopted the following resolution:

**RESOLUTION #104**

**NOW, THEREFORE, BE IT RESOLVED,** to accept the new refund policy for Gavin Park (attached).

The adoption of the resolution was seconded by Council McEachron, duly put to a vote, all in favor. The motion passed 5 to 0.

**Local Law #1 of 2014****Best Value Methodology**

**Supervisor Johnson** said the board is proposing Local Law #1 of 2014. **Jeff Reale, Comptroller**, said the New York State Comptroller's Office is allowing municipalities to purchase goods and services, not only by lowest bidder but taking into effect the quality, by passing this Local Law. An example given was the purchase of a new truck which cost \$1,000.00 more but gets better gas mileage. It is not only based on the lowest cost. In order to use Best Value Methodology, the town will have to amend the policy by adopting a local law. **Supervisor Johnson** noted Saratoga County is proposing the same local law.

Supervisor Johnson set the public hearing for Local Law #1 of 2014, Best Value Methodology, for Thursday, June 5, 2014 at 7:00 p.m.

**Committee Reports**

**Councilwoman Klepetar** said there are still two open positions on the Ethics Advisory Board. At the present time there has to be a unanimous vote of the board to approve a new member. She said she would like it changed to a simple majority or a super majority. **Supervisor Johnson** said a public hearing could be scheduled.

Supervisor Johnson set the public hearing for Local Law #2 of 2014, amending Local Law #4 of 2012, Ethics and Disclosure, for Thursday, June 5, 2014 at 7:10 p.m.

**Councilman Klepetar** said she received a phone call from a resident of Woodlawn Drive, Florence Anderson and reported the road is in bad shape. When the town's sweeper went through, potholes were created.

**Councilman Lant** said Highway Superintendent Woodcock approached him and has concerns about MSDS sheets. The law may have changed recently and it should be looked into and a list created. **Deputy Supervisor Streicher** said it is a chemical control list per OSHA guidelines. **Supervisor Johnson** said Nancy Riely is the safety officer and is currently updated the lists for all departments. **Mark Mykins**, Code Enforcement Officer said New York State Fire Code and OSHA both report the end user is responsible for maintaining the MSDS for the products they take in. There should be a record where the product is stored and a record in another location. **Highway Superintendent Woodcock** said he has eighteen employees that can purchase products while out in the field. What happens when they can't get an MSDS sheet at the time of purchase? There needs to be a person that will keep track of these on a weekly basis. **Councilman McEachron** said the forms are available on line. **Mr. Mykins** said it is the end user's responsibility. If a foreman orders a product he must also request an MSDS sheet. At delivery, an MSDS sheet will accompany the product. **Councilman McEachron** said Home Depot and Lowes will have the sheets in store. If they sell the product, they must have the MSDS sheet.

**Richard Fish** of 88 Ernst Road said the MSDS system is changing now. The “M” has been dropped from the name and the placards have different meanings due to OSHA’s global harmonization system. At some point in 2016, compliance is necessary.

**Supervisor Johnson** noted the pond at Camp Saratoga will be stocked between 9:00 a.m. and 9:30 a.m. on Friday, May 2, 2014.

**Comptroller’s Report****1.) March 2014 Cash Disbursements**

<b>General Fund</b>	<b>\$270,608</b>
<b><u>Highway Fund</u></b>	<b><u>\$158,876</u></b>
<b>Total</b>	<b>\$429,484</b>

**2.) 2014 Budget Transfers and Amendments**

(See attached) Budget Transfers

On a motion introduced by Councilwoman Klepetar, the board adopted the following resolution:

**RESOLUTION #105**

**NOW, THEREFORE, BE IT RESOLVED,** to approve the budget transfers and amendments requested for and listed in the Comptroller’s 5/1/14 report (attached) to the Town Board.

The adoption of the resolution was seconded by Deputy Supervisor Streicher, duly put to a vote, all in favor. The motion passed 5-0.

**3. Independent Auditors Report 2013**

**Mr. Reale** said the Independent Auditors Report for 2013 has been completed and each board member has a copy. A copy has also been filed with the Town Clerk. The town is now GAAP compliant. There were no audit findings or adjusted entries. Our unassigned fund balance was reduced from \$6,598,000.00 to \$6,093,000.00 due to setting up for a capital project at Gavin Park for \$750,000.00. The report is online. It is a good audit and the town is in good shape.

**4. Highway Equipment Reserve Fund**

**Mr. Reale** said Highway Superintendent Woodcock is requesting to go out to bid for a new vehicle. He said he didn’t want to set the amount until after the bids are opened at the next meeting. **Deputy Supervisor Streicher** asked what kind of truck is being requested. **Supervisor Johnson** said it is an F-150.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

**RESOLUTION #106**

**NOW, THEREFORE, BE IT RESOLVED,** authorize the Highway Superintendent to solicit bids for a light to medium duty pickup truck.

The adoption of the resolution was seconded by Councilman Lant, duly put to vote, all in favor. The motion passed 5-0.

**4. Personnel**

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

**RESOLUTION #107**

**NOW, THEREFORE, BE IT RESOLVED,** to approve overnight travel for Kirklin Woodcock to attend Cornell Local Road Program held June 1-4, 2014.

The adoption of the resolution was seconded by Councilman Lant, duly put to a vote, all in favor. The motion passed 5-0.

**Not on the Agenda**

**Highway Superintendent Woodcock** said the town has one sweeper. There is another sweeper that attaches to the front of a truck. A new sweeper costs about \$250,000.00. Our sweeper is used every day. It is also used to clean out catch basins. The machine is used eight to nine months out of the year. The time has come for the town to buy another sweeper. The company that supplied the sweeper has another used machine for sale that is four years old. The sweeper has 7,000 miles and 1,100 hours. It was \$238,000.00 brand new. The town needs another sweeper, every year there are more roads. **Councilman McEachron** asked how many miles are on the town sweeper. **Highway Superintendent Woodcock** said there are about 30,000. The cab a chassis were saved but the rest of the machine was rehabbed a few years ago. The machine for sale is identical to the one the town now owns so any inventory can be used on it. **Supervisor Johnson** said this past winter was an exceptional year for snow and the use of sand. **Highway Superintendent Woodcock** said the town is mandated to sweep the roads twice a year. The sweeper is down right now. The parts have been overnighted so the sweeper can get back on the road. The truck with the brushes attached usually does the older roads. **Mr. Reale** said the sweeper is a used piece of equipment. There is nothing in the procurement policy stating it doesn't have to go out to bid. **Supervisor Johnson** suggested the price be negotiated. **Highway Superintendent** said he would try to get the price lowered.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

**RESOLUTION #108**

**NOW, THEREFORE, BE IT RESOLVED,** to allow Kirklin Woodcock to negotiate the purchase price of a used sweeper

**BE IT FURTHER RESOLVED,** said purchase price not to exceed \$125,000.00.

The adoption of the resolution was seconded by Councilwoman Klepetar, duly put to vote, all in favor. The motion passed 5-0.

**Executive Session**

**Supervisor Johnson** said there will be an Executive Session for a personnel matter involving the performance of a particular individual.

Councilman McEachron made a motion to adjourn for Executive Session at 8:00 p.m. The motion was seconded by Deputy Supervisor Streicher, with all board members in favor. The motion carried 5-0.

Deputy Supervisor Streicher made a motion to reconvene at 8:35 p.m. The motion was seconded by Councilwoman Klepetar, with all board members in favor. The motion carried 5-0

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

**RESOLUTION #109**

**NOW, THEREFORE, BE IT RESOLVED,** to accept Public Sector HR Consultant's, for personnel consulting at an hourly rate as set forth in their proposal.

The adoption of the resolution was seconded by Councilman Lant, duly put to vote, all in favor. The motion passed 5-0.

**Adjournment**

On a motion introduced by Deputy Supervisor Streicher, and seconded by Councilwoman Klepetar, the meeting was adjourned at 8:37 p.m.

Respectfully Submitted,

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Susan Baldwin, Town Clerk

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Supervisor, Arthur Johnson

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Councilman, John Lant

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Councilwoman, Joanne Klepetar

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Deputy Supervisor, Steve Streicher

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Councilman, John McEachron