

Regular Monthly Meeting, Hillsdale Town Board
Tuesday, February 16, 2010

I. Call to order

Supervisor Art Baer called to order the regular meeting of the **Hillsdale Town Board** at **7:30 pm** on **February 16, 2010**, in the **Hillsdale Town Hall**. The meeting began with the Pledge of Allegiance.

II. Attending

The following persons were present: Supervisor Baer, Board Members Carmen Barbato, Peter Cipkowski, Chris Kersten and Augie Sena; Town Clerk Julie Kane, Planning Board Chair Hank Henward; and 3 members of the public.

III. Acceptance of Minutes

Julie Kane, Town Clerk, submitted the minutes from the annual Organizational Meeting and the regular January Town Board meeting. The minutes were approved as submitted.

IV. Committee Reports

- f) SEWER COMMITTEE: Mr. Sena reported that the Sewer Department staff is now working weekly with the consultant Pat Nolan and that there are no current problems. Mr. Baer added that he had met with the Town's accountant to be sure that construction project bills have been separated from costs of operations. Mr. Sena informed the Board that he had prepared a draft set of management procedures for the Sewer District. (See attachment.) On a motion by Mr. Kersten, seconded by Mr. Cipkowski,

Adopted by a vote of a vote of 5 ayes and 0 nays,

the Board resolved to adopt the Procedures.

- g) PARKS AND RECREATION COMMITTEE: Mr. Kersten reported that many new programs have been planned for the Roe-Jan Park and presented the proposed Roe-Jan Park budget for 2010. Mr. Baer noted that the budget contained no fees from the Planning board and no property tax funds. Mr. Kersten added that a grant submission had been made for support of the Summer Youth Program. He concluded that the new Park dog run will be open by June.
- h) HIGHWAY DEPARTMENT: Richard Briggs, Highway Superintendent, was unable to attend the meeting because of the heavy snowfall. In his absence, Mr. Barbato reported that Mr. Briggs had signed off on the FEMA funds due the Town for ice storm damage. He reviewed a summary of seasonal costs for snow and ice removal prepared by Mr. Briggs, and he presented Mr. Briggs's recommendations for sand and gravel contracts for 2010.

On a motion by Mr. Barbato, seconded by Mr. Sena,

Adopted by a vote of a vote of 5 ayes and 0 nays,

the Board resolved to accept the bid from G & S Excavating, Inc., for sand and from A. Colarusso & Son, Inc, for crushed stone, gravel and asphalt.

- i) BUILDING DEPARTMENT: Mr. Sena reported that Glenn Smith, Town Building Inspector, is pursuing a plan for combining the Building Departments in Canaan, Austerlitz, and Hillsdale which would be supported by funds from the State.
- j) COMMUNICATIONS COMMITTEE: Mr. Cipkowski reported that the 2009 Annual Report is underway and will be presented to the Board in March. He added that good progress has been made on the new web site and that content creation would begin in the near future.

V. Other Business

- a) PHILMONT FIRE PROTECTION DISTRICT: Mr. Baer informed the Board that Philmont had reported a higher tax rate to the County Tax Department than had been agreed to by the Town, that is, a rate of 0.80 per 1,000 rather than 0.675 per thousand. He added that he had requested that the Town attorney confer with Philmont's attorney to determine how the rate calculation was done.
- b) HAMLET COMMITTEE: Mr. Sena reported that the Committee has hosted a number of informational meetings with the public and local businesses, and Robina Ward summarized the meetings. Mr. Baer added that representatives of the State Department of Parks and Recreation report that they have acquired all rail trail lands in Hillsdale and that they would be happy for the Town to take responsibility for its development.
- c) LIBRARY ACQUISITION: Mr. Baer introduced the topic by noting that six architectural firms had responded to the RFP and that the committee had interviewed three of them, Clark & Green Architecture, Dennis Wedlick Architect, and Architectural Bureau. Mr. Cipkowski added that, based on those discussions, the committee would pursue further talks with Mr. Wedlick and with Mr. Iuviene of Architectural Bureau.
- d) SIDEWALKS: Dick Alford, Town attorney, presented a draft local law amending the Town's Zoning Code to include a requirement for sidewalks at specific locations within the Hillsdale Hamlet. A public hearing to present the proposed local law was scheduled for 7:15 pm on Tuesday, March 16, 2010.
- e) RECORDS RETENTION POLICY: Mr. Baer presented the Board with a draft resolution establishing a records retention policy for the Town. On a motion by Mr. Kersten, seconded by Mr. Barbato,

Adopted by a vote of a vote of 5 ayes and 0 nays,

the Board moved that:

WHEREAS it is in the interest of the citizens of Hillsdale for the Town to maintain public records in a manner that maximizes access to those records and enhances the efficiency of Town employees; and

WHEREAS it is a responsibility of the Town of Hillsdale to ensure that records are retained as long as they are needed for administrative, fiscal, legal or research purposes; and

WHEREAS the State of New York requires the use of a retention and disposition schedule to manage the disposing of public records; therefore be it

RESOLVED that Records *Retention and Disposition Schedule MU-1*, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and be it

FURTHER RESOLVED that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Records Retention and Disposition Schedule MU-1* after they have met the minimum retention periods described therein;
 - b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established minimum periods.
- f) PAY BILLS: On a motion by Mr. Cipkowski, seconded by Mr. Sena,

Adopted by a vote of 5 ayes and 0 nays

It was resolved to pay the Town's bills in the following amounts:

General Fund	Voucher #22 - #57	\$ 47 809.29
Highway Fund	Voucher #34 - #55	\$ 42,745.42
Park & Rec. Fund	Voucher #2 - #3	\$ 569.29
Sewer District	Voucher #4 - #9	\$ 7,530.33

VI. Adjournment

On a motion of **Mr. Cipkowski**, seconded by **Mr. Sena**,

Adopted by a vote of a vote of 5 ayes and 0 nays:

Supervisor Baer adjourned the meeting at **9:30 pm.**

Minutes submitted by: Julie Kane, Hillsdale Town Clerk

Minutes submitted by: Julie Kane, Hillsdale Town Clerk, to be accepted by the Hillsdale Town Board at the March, 2010, Regular Board Meeting.