

REGULAR TOWN BOARD MEETING  
JANUARY 10, 2023  
ELDRED TOWN HALL

PRESENT                   SUPERVISOR JEFF HAAS  
                                  COUNCILMAN FRED BOSCH  
                                  COUCILWOMAN KAITLIN HAAS  
                                  COUNCILMAN CHRIS TAMBINI

Also present,             Attorney to Town Michael Davidoff  
                                  Town Clerk Susan Hoffman

Supervisor calls meeting to order

Flag Salute

Roll Call

Moment of Silence for Caren Leff, Bruno Kreibich, Melissa Jean Covey and Rolf Wohl

**MOTION BY** Councilman Bosch to approve the December 2022 Town Clerk Minutes seconded by Councilman Tambini, discussion motion carried all ayes.

**MOTION BY** Councilwoman Haas to approve the December 2022 Financials seconded by Councilman Tambini, discussion motion carried all ayes.

**CORRESPONDENCE**

Highland Ambulance Service

Highland Fire Department

Yulan Fire Department

**HIGHWAY**

Highway Deputy Superintendent reports all is going well with no breakdowns. We had some electrical issues with a couple of the trucks that we've been working on the last week. The Department helped clean out the Ambulance Building. I received an email from Marks and Auto International and they're scheduling their appointments to come around and sell the surplus equipment for January and February. Let me know if you want to move forward. He will either come to our shop, or we can send him pictures and information about the parts of the trucks you want to get rid of. I assume the auction is in March.

**SUPERVISOR REPORT**

Supervisor Haas reports We've gone through the Cannabis law which was read at the Workshop last meeting and the board has also voted on it. We will be filing it with the state of codification department. We are still working on following up on grant applications that we have out that haven't been fulfilled.

**PUBLIC COMMENT**

Susan Kozykowski asked about minutes being posted on-line. Town Clerk will look into that. Dorene Warner and Laura Burrell, I wanted to be able to get on the agenda for tonight regarding the cul-de-sac in Barryville. There have been some electrical issues and we were hoping the town could come and take a look and put a work order in for the gazebo which has not had electricity for three years, there was a surge in November that caused a slew of issues for the tree lighting. It keeps shutting off. Supervisor Haas replies that you don't have to wait for a meeting, you can go to the Town Clerk. We have a systems and grounds maintenance person that takes care of all the needs. We would almost instantly look at that. We will make him aware of that. Kathy Deboul asking about the vacancy in the Council and what the rules are, what the electoral rules are for the town or do we have a policy of what they expect

for the councilman/person missing today? Supervisor Haas the town has the option of not filling the position at all. The town has the option of appointing someone to the position, or the town has the option of creating a special election, which is very, very expensive. So, the board has moved forward with a list of prospective candidates. The Personnel Committee has not had a chance to interview the candidates yet. They will be holding interviews this month. The application window has been closed.

### **PLANNING AND SENIORS**

Councilman Bosch reports everything is running smoothly.

### **YOUTH AND PARK DEVELOPMENT**

Councilman Tambini/Councilwoman Haas reports that Koinonia launched their after-school program. They are not being subsidized like the summer program was by the town. We did have a preliminary meeting to start planning for next year's funds. We also submitted to the county for the Youth Bureau funds that we were awarded under the grants the cover the program. There was some discussion with Kathleen if they're going to expand the after school program that they may reach out to collaborate with the town for some additional youth funding. We have monies available. There are monies available because we received \$10,000.00 from TC Energy of which we did not expend the totality of those funds. There is some remainder that we could utilize if they request.

### **CODE**

Councilman Bosch will let BJ Gettles give the information. Good evening. My name is BJ Gettles, I work for Fusco engineering. I've been a Code official for over 20 years. So, what I have done tonight is I sat with Chris and Norm Sutherland, Chairman of the planning board you have a short-term rental application? Unfortunately, the old application entered, some of the items that were on it are strictly building department issues. So, they asked me to draft a new application. What I'm presenting tonight is for you to look over. In short, you're trying to promote business here. That's the whole idea behind your short-term rental you're trying to promote business. We came up with an application that I think is fair. There are things that we will be looking for. There are some recommendations I will be sitting in front of the planning board here in a couple of weeks and reviewing this application with them as well. But I want to do ladies and gentlemen to take a look at it. See if there's anything that piques your curiosity that you might or would like to get changed. They still have to go for a special use permit which is in front of the planning board. We're hoping to streamline the process a little bit. We are going to meet with the National Park Service and the UDC on Friday. We're going to see if there's a way, we can possibly streamline it, seeing how these are normally single family dwellings. They're already pre-existing they're not brand new. These are homes that have been there that people are using a short-term rentals. We need to come up with a consensus with them that hopefully we can streamline it that doesn't take six months to get this process and approval. The only recommendation on top of what's here is that once a public hearing gets set for the short-term rentals between the time of the public hearing between the date that the public hearing is set. Let's say in February, they set a public hearing for March. Between February and March, we need to go out and do what we call a rental inspection. The things that I look for on a rental inspection are pretty much common sense, things as the oil burner being cleaned. Has the chimney been cleaned. Do we have smoke detectors? Do we have carbon monoxide detectors? How does the electrical panel look? Is the property neat and clean? Do we have a dumpster is the dumpster clean these are all typical things that we would be looking for. Is there exterior lighting and is the lighting overflowing onto the neighbor's property? What type of screening is around the property? If for some reason the inspection comes back with a fail, it would be our recommendation not to approve the project at that time. It passes that rental inspection, it's not difficult. It sounds like a lot, but it's really not. I believe in educating people. As I'm doing these inspections, Mr. Davidoff can vouch for that. We've worked very well together for years. On this first

one is the planning board secretaries requesting a bunch of changes on the overall application. In other words, instead of a packet we want to go to 10 packets. 10 copies Secretary is going to prepare all the documents for mailing. But because the US Postal Service keeps changing their rates in your code, you currently have it as \$6.74 It's almost \$8 plus right now to do a certified return receipt. We could just make a general statement instead of keeping to that \$6.74. The applicant's responsibility is going to be for the cost of the mailings, and that will cover us for that you still have the \$20 processing fee, not an issue. The other question that came about is should we raise your initial application fee which would include the public hearing fee. In other words, the application fee plus the public hearing fee and change it to a flat rate of \$150. Now the other question that I have in most municipalities, they have what's called a Parkland fee. If you do a subdivision, your parent parcel would be free. It's the subsequent loss that would have the Parkland fee know what the Parkland fee does, it goes towards the youth program. In other words, if you have a youth program, and I know you're looking at funding and I can see the dollar signs going on here. What happens is it pays for equipment pays helps to assist with the program. bus trips, things of that nature. It depends how you want to word it. This is something you have to work closely with Michael and he will help you set it up. There is verbiage and language for it. It does assist and it's done.

Throughout your special use permit your everything else it's increased everything too. The other thing that's becoming quite the problem is your landscaping plans, including reigning landscape design, open space and parks. Pictures of both sides of the property is a great help especially in front so we thought maybe we'd add that little verbiage in there. That does benefit a lot of people. Construction sequence and time scheduled for completion. You should take that out because that has to do with the building department. We're the ones that you know, when they come in for the permit. We were asked how are we proceeding with this? If it's a major project, they're going to tell you right up front, we want to face this. So that's a planning board issue, but it doesn't necessarily need to be written into the document. Description of proposed uses including hours of operation that's basically what you want to know is a management plan. Management Plan can include but not limited to, your garbage removal, your snow removal, lawn maintenance, lighting, noise, parking, you know how many employees and things of that nature. That's all part of what we consider a management plan. As we go down the line under 5.2, you know, again, the Secretary will notify the applicant when the documents are ready to be mailed. And she'll coordinate with the applicant. She has no problem doing that. On page seven where you have for additional information contact. I haven't removed all of those names myself and let him send an email or contact the planning board zoning board secretary and then if it requires further action from a chairman or a board member, she would like to folks now to have your own personal phone numbers. listed there. That's kind of you're asking for a lot of phone calls and things get lost. Well, this one said I could do but you know, this other one said I couldn't do so we'd rather have a more controlled basis on to this. So that's what we're looking for there. Processing protocol procedures again, go into 10 copies and reply vote supplied point two on page nine would get revised see where it says just \$6.74. We're going to revise that, that you know the applicants responsible for the fees but let's not put \$1 amount on that, because the US Postal Service let's face it, they seem like they're changing their rates every three to six months. So, we'd rather just, you know, rearrange that verbiage a little bit. And that's basically it. We're not looking for any approvals tonight because we realize you're just getting it tonight but it is something for you folks to consider. And again, we're going to be presenting these to the planning board as well. Any questions?

Supervisor Haas states we will have to wait for the planning board comments. I would imagine that's fine, and make sure they're directed to you and then you can direct them to us for sure. Then we can act upon those we can possibly modify it and then move forward.

Councilman Tambini states, I'm also looking at the same time with the STRS as to streamline the renewal process. It would be an application for renewal like on that second year, okay to streamline that process a little bit, but the application for renewal wouldn't require a, what I'm thinking for the application on your renewal is basically providing they've had no violations throughout the year. There's been no complaints, no issues that we're aware of. Let them come in, apply. waive the public hearing and you could possibly issue them the renewal that night, so they wouldn't have to go through the SEQR again, it can be done. There are other municipalities that streamline stuff like this, but again, the conditions have to be there's no violations. But that's something we'll address with the planning board and then we'll get back to you folks. We are trying like I said, we are trying to make this more, you know, friendly.

Town Attorney Michael Davidoff states: I think it's excellent. The planning that we spent a lot of time on the application. So, like I said, that should go to them for their change. Long overdue and excellent. Thank you.

Supervisor Haas

Alright, how are you? I agree, I think it's an excellent job.

Councilman Bosch

But one thing that related to that last month, we pass the resolution that Jeff and I would go down and inspect the records down at the courthouse. And we did that on the 22nd and everything was in order. And this is a copy of the paperwork that was sent to the State showing that everything was in order.

Supervisor Haas

Very good. That's our town Justice Court. Yeah. Very good. Thank you, Fred. All right. Moving along. A new committee created this year. We're call it the Public Safety Committee. It's going to combine the Emergency Management Committee, as well as the police committee. Do you folks have any report? Councilman Tambini/Councilwoman Haas we did start our contract with the Sheriff's Department. Started with the new year so we had them on we have a dedicated deputy on patrol within the confines of the town of Highland for the same hours that the constabulary was patrolling. So, we did hear and see them out and about starting last weekend, so that has been okay, we're still in the process of looking for a liaison at the sheriff's department that we can add to that public safety committee, you know, and work with a couple of people but we're in the process. I don't think we're going to have the same deputies at all times. They're going to try because once the deputies establish a rapport with the community, yes, they're going to try to keep those guys active in our community. So, the public will move forward and let them know of any problems or issues and stuff like that. Still, we're still morphing into position here, but it looks like it's going to be a wonderful thing for us. Thank you.

#### **PUBLIC SAFETY/EMERGENCY MANAGEMENT**

Councilwoman Haas reports still waiting to add Koinonia as an emergency shelter.

#### **GRANTS**

Supervisor Haas

Very good. Thank you. Okay, grants. I have no new information on grants, but I do have a little old information on grants that require a resolution later on in the program. I'll just go into it a little bit. Right now. There's the last payment on our salt shed is forthcoming, and we have to provide the state with a completed site plan of our salt shed and parking lots and topography if you will, the lay of the land and what's being stored on the property and so on so forth. So, in talking with our town engineer, he has agreed to come forward to prepare a site plan for us. You know, it's going to have to be surveyed and the buildings are going to have to be plotted on the topographical map in the right positions and the property borders and so on so forth. And all the berms that are there and the natural berms that are

there and so on and so forth. After the construction phase has been completed. So, you'll notice in the resolutions a little bit later on the program. There's an amount in there \$2,200 for Joe Gottlieb to go out and prepare this map for us and submitted to the state so we can move on to the last phase of our grant payment. All right, very good. So, I wasn't aware of it earlier and the correspondence during the last three weeks, the state has made me aware that they're still waiting for this so they don't like the original one because the buildings may have been moved just a hair or something like that. So, they want a fresh one. That's what we're going to do.

#### **INSURANCE**

Supervisor Haas reports I have no other report then our LOSAP programs are coming due right now and myself and Sue and the representatives of the fire departments will be actively going through the LOSAP program for the fire departments. The ambulance corps LOSAP is a little bit later on in the year and we'll be reviewing and sending that back to the companies for their approval. It's very important that the fire departments get me the information which they already have. And we can move forward as the application is due in February.

#### **BUILDINGS**

Councilman Bosch reports we just signed a lease with the Highland ambulance corps for the area and the adjacent building that was occupied by the constables. And we have cleaned that area out so it's all ready for the ambulance corps to start moving their equipment and vehicles in there.

#### **BEAUTIFICATION/RENAISSANCE**

Councilwoman Haas

There is an item on the agenda as a resolution. We did apply first for what's called a perm 33 to the DOT because a portion a component of the project that key project is on state DOT property. So, we had to initially we were it was indicated that we had to apply for a permit to put the trail in there. Then when we made the initial application, we were notified by the DOT that we also needed to apply for a temporary occupancy permit. So that is applied for originally circulated to all of the regional directors. We did get preliminary approval. Thanks to Katie Harford at the state DOT who really worked very closely with us on getting that through. So, the resolution will allow you to sign off on the preliminary permit and then it'll be sent for official signature to state DOT. And this process is taking easily six to seven months for the permitting. Just for the permitting folks, because what started as just needing an initial site plan that needed a survey then needed another site plan that needed the permit application need different permits engineers report? Yes, from our town and we did incur additional costs to the project that will ultimately have to be deducted of either from the key projects preliminary budget or from other aspects of the project budget to balance it. But we will get through that. The other issue was that there was no previous permitting for the parcel for some of the other things that were completed. So, there was no point of reference as to how that MOU had been accomplished. That component and then we had Heather Jacksy reach out about the Highland access project. They are looking to potentially she's going to attend an informational session on the 17th of January for southern Renaissance municipal grant program to look to see some of the items that were not covered under the initial grant that she applied for many, many years ago that the work has finally started on the Highland access for I think it's a bike rack, some other equipment that they want to install. Sullivan Renaissance has indicated that they could apply through the municipal grant project but it has to be like the silver feather as a partnership between entity and the town. Supervisor Haas states that the last meeting we had the lack of funds available they had to eliminate the bike rack, most of the landscaping, the kayak rack and the sign installation is probably going to revert back to the town for sign installation.

#### **PERSONELL**

Interviews are being scheduled.

#### **WEBSITE/IT CONSULTING**

Nothing to report at this time. Exemptions are being looked into.

## **ENERGY & ENVIRONMENT**

Councilman Bosch has nothing to report.

### **911 HERO'S PARK**

Nothing to report.

## **RESOLUTIONS**

**Motion By** Councilman Tambini to rescind Resolution #2-2023 previously adopted by the Town Board on January 3, 2023, seconded by Councilman Bosch, discussion carried all ayes.

**Motion By** Councilman Tambini to approve a Quotation from Arkel Motors for the purchase of an International Base Chassis, Model CV515 SFA, seconded by Councilwoman Haas, discussion carried all ayes.

**Motion By** Councilman Bosch to approve a Quotation from Reed Systems Ltd. for the purchase of a Reversible Plow Truck Box and accessories package, seconded by Councilman Tambini, discussion carried all ayes.

**Motion By** Councilwoman Haas to approve of signing a Permit with NYSDOT regarding a walking trail, seconded by Councilman Tambini, discussion carried all ayes.

**Motion By** Supervisor Haas to approve the hiring of Town Engineer Joe Gottlieb to form a final topographical map of the Town Highway Garage and Salt Shed site in the amount of \$2200.00, seconded by Councilman Bosch, discussion carried all ayes.

**Motion By** Councilman Bosch to approve the budgetary transfers to be made to the 2022 General Budget in the amount of \$19,870.18, seconded by Councilman Tambini, discussion carried all ayes.

**Motion By** Councilman Tambini to approve the budgetary transfers to be made to the 2022 Town of Highland Highway Budget in the amount of \$4,950.62, seconded by Councilwoman Haas, discussion carried all ayes.

**Motion By** Councilwoman Haas to pay Highway Abstract #13-2022 claims #146 to #154 in the amount of \$7,660.27, seconded by Councilman Bosch, discussion carried all ayes.

**Motion By** Councilwoman Haas to pay General Abstract #13-2022 claims #385 to #407 in the amount of \$23,597.28, seconded by Councilman Tambini, discussion carried all ayes.

**Motion By** Councilwoman Haas to pay General Abstract #1-2023 claims #1 to #12 in the amount of \$5,448.96, seconded by Councilman Bosch, discussion carried all ayes.

**Motion By** Councilwoman Haas to pay Eldred Street Lights #12-2022 claim #12 in the amount of \$123.12, seconded by Supervisor Haas, discussion carried all ayes.

**MOTION BY** Councilwoman Haas to adjourn the Town Board Meeting, seconded by Councilman Bosch, discussion, motion carried all ayes.

Respectfully submitted

Susan Hoffman, Town Clerk

January 10, 2023