



**TOWN OF HILLSDALE
BOARD MEETING
February 8, 2022**

DRAFT

A regular meeting of the Hillsdale Town Board was held on Tuesday, February 8, 2022 remotely through a ZOOM Conference call at 7:00 pm with the following members:

PRESENT:	Supervisor	Chris Kersten
	Councilmember	Tom Carty
	Councilmember	Steve Tiger
	Councilmember	Joanna Virello
	Councilmember	Robina Ward

OTHERS PRESENT: Kathi Doolan, Town Clerk; Elizabeth Sheer, Deputy Town Clerk; Matt Cabral, Town Attorney; Meg Wormley, Kaare Phillips, Lisa Berman, Shirley Bresler, Jeremy Dodd, Lynda Brenner, Beth Gordon, Timi Bates, Natasha Vaughn, Amy Davidsen, Dana Bowen, Tod Wohlfarth, Norman Reisman and other members of the public

The meeting began with the Pledge of Allegiance led by Supervisor Kersten.

Resolution #22. Accept Amended Minutes of the January 11, 2022 Town Board Meeting.

On a motion by Councilmember Tom Carty and seconded by Councilmember Steve Tiger to accept the minutes of the January 11, 2022 Town Board meeting.

Adopted Vote

Ayes – 5

Nays -- 0

Resolved to accept the Minutes of the January 11, 2022 Town Board meeting.

Resolution #23. Accept Minutes of the January 17, 2022 Special Town Board Meeting.

On a motion by Councilmember Steve Tiger and seconded by Tom Carty to approve the minutes of the January 17, 2022 Special Town Board Meeting.

Adopted Vote

Ayes – 5

Nays – 0

Resolved to accept the Minutes of the January 17, 2022 Special Town Board Meeting

Supervisor's Report – Supervisor Chris Kersten.

The Supervisor began by thanking Board members Joanna Virello and Robina Ward, Highway Supervisor/Fire Chief Richard Briggs and the Fire Company volunteers for their efforts in responding to last Friday's extended power outage with the Warming and Recharging Center in the Firehouse. Also to David Harrison, Director of the County's Emergency Management, with whom he consulted all day for guidance and sharing of NYSEG updates. Councilmember Steve Tiger suggested the Town's 2006 Emergency Plan Be update and the Supervisor agreed.

- COVID – As of yesterday, new cases in Columbia County dropped to 23, a 2% decrease from the day before. Within the last 14 days, there has been a 61% decrease in cases reported. Precautionary measures will continue at Town Hall until a new directive from the Public Health Department.
- Test Kits and masks are available in Town Hall for residents.
- County Board did not hold its regular January meeting and will resume February 9. Bids are being received for new compacting units and six (6) Transfer Stations, including Hillsdale.

Highway Superintendent – Richard Briggs.

The Crew is busy with plowing and sanding due to the recent ice storms. Now using the Generator in the Highway Garage on a regular basis and it may need some repair or replacement.

Briggs said they are having difficulty plowing Cold Water Street with the pick-up and would like to advertise the Parking law and work with the new residents to understand the Northerly side needs to be kept clear for the period November 1 through April 15. Discussion. Steve Tiger suggested a seasonal road sign saying what the rule is. Robina suggested a sign on both ends of Cold Water Street. Briggs agreed.

Resolution #24. 284 Agreement for Expenditures of Highway Moneys 2022

On a motion by Councilmember Robina Ward and second by Councilmember Steve Tiger to approve the Agreement between the Highway Superintendent of the Town of Hillsdale and the undersigned members of the Town Board for General repairs and permanent improvements as presented

Adopted Vote

Ayes – 5

Nays – 0

Resolved to approve the Agreement for Expenditures of Highway Moneys 2022

Speed Signs. Superintendent Briggs asked for suggestions of the next location to move the new Town speed signs.

Councilmember Virello stated there had been suggestions on Facebook for signs on State Route 23. These signs are for Town Roads. An audience member offered she had spoken with the Sheriff's office and they will be placing their sign on State Route 23 once the snow and ice have cleared. Steve Smith put in a formal request for one of the signs to be posted on Craryville Rd. With Consideration for Old Town Road, Whippoorwill Road and Craryville, the Supervisor will send out an email chain asking for more suggestions.

Town Clerk – Kathi Doolan- Many residents are coming in for Covid test kits and

N 95 masks. The Town is expecting to receive more test kits on a regular basis. Thanks in part to the new 2022 Transfer Station stickers, and to dog license renewals with multiple dogs, the Town Clerk's office collected a record \$776.00 in fees in January. Dog Control Officer's report. A resident sent Kyle Miller a letter thanking him for reaching out about keeping dogs on leads per the legal requirement. She shared this with her "irresponsible" neighbor who are no longer loose in her yard. She also recommended the Town have stocked "doggie clean-up bags" for recreational areas and recommended the leash-law be posted on signs where appropriate. The Clerk suggested the leash law be updated and the Town consider receptacle cans for dog waste.

Fire District – Joe Hanselman, Jr. Not in attendance

Tax Collector – Joe Hanselman, Jr. Not in attendance.

The Supervisor read Joe's report. He gave the Town a check in the amount of \$1,347,132 collected in taxes. There was a new record for on-line payments. Many residents prefer to come to Town Hall and pay personally.

Public Comments –

Regarding Town speed signs discussed earlier with the Highway Superintendent, Steve Smith suggested if Craryville Road is a location, it be placed going North.

Amy Davidsen thanked the Town and the Highway Department for handling the recent ice storm. She also suggested lowering the speed limit on Mitchell Street to 35 mph.

The Supervisor stated that the Town had requested the DOT reduce speed limits on a number of Town Roads and all of the requests were denied. Richard Briggs stated that since it is a State decision perhaps the request be made referring to State-owned single roads rather than a group of Town Roads.

Paul Duernberger asked for speed signs on Collins Street and Mitchell Street, particularly for the last hour the Transfer Station is open.

Old Business/New Business

Sewer District – Supervisor Kersten

According to Mike Scheller, Wastewater Operator, the Town's system continues to operate well at 1/3 capacity. The new Assistant Operator, Clifford Albright, is on board and working closely with Mike.

The Town closed 2021 with and \$8,557.00 surplus which is a significant turn-around from previous years.

The Town accountant continues to look into the debt total the Sewer District owes the Town and hopes to have the final total for the March Board meeting and next steps for repayment as required by the State.

Town Board Reports

Human Resources – Steve Tiger. Suggesting three copies of the Employee Handbook be printed. One for the Highway Garage, one for the Town Clerk's office and another in

Town Hall as an extra copy. Printing to be done through the County.
Sexual Harassment Training to be completed again. Every Town employment and volunteer will receive an email with Verification form.
Since the Justices and Court Clerk and Assistant Court Clerk are employees of the Town, Steve and the Supervisor met to discuss how to codify their employment within the ECode.

Infrastructure – Robina Ward. As Richard Briggs suggested, the Generator in the Highway Garage needs to be replaced. She also suggested getting a small Generator for the Town Hall to keep the heat and the computers working. Budget Amendments will be needed to pay for the Generator.

Mold Mitigation. Now with Procurement Policy can move ahead with a timeline for contractors.

Street Lights. Three are out. LED sensors and timers are needed.

Engineering RFP sent to the Board this afternoon. If everyone in agreement, Ward would like to send it out next week.

Motion. Accept Engineering RFP.

On a motion by Councilmember Tiger and seconded by Councilmember Carty to accept the Engineering RFP subject to what may be minor revisions by the Attorney for the Town and authorize Robina to circulate it.

Motion Vote

Ayes – 5

Nays – 0

Motion Carried

Parks – Joanna Virello. Received two quotes for new mower: John Deere, \$10,151.00 and Salem Farm Supply, \$10,700.00

Resolution #25. Purchase a new mower for the Roe Jan Park.

On a motion by Robina Ward and seconded by Joanna Virello for the purchase of a Z930M commercial Z-track mower for a total of \$10,152.00 ordered through United Ag and Turf.

Adopted Vote

Ayes – 5

Nays – 0

Resolved to purchase a Z930M commercial Z-track mower for the Roe Jan Park.

Youth Program Update.

Joanna has been in touch with Jessica Nabozny with the County and she needs to fill out some forms for our annual refund.

Dog Training sessions. Nora Hayes, professional Dog trainer, contacted her suggesting giving training lessons near the Hilltop Barn this Summer. A nominal fee would cover her insurance and make a donation to the Park.

Farmer's Market. Steve Tiger and she are meeting scheduled with Ron Bixby to discuss this year's agreement with the Park.

Community Garden. Two women contacted her about creating a community garden in the Park and donating the food to the Roe Jan Food Pantry and the Blessing Box.

Meeting with them and Robina to discuss their needs and present a budget.
The Dog Run has a hole in the fence on the Route 23 side. Would like to repair that and discuss moving the Dog Park to level land at a later date.
Megan McCann has questions about donations to the Park through the Farmer's Market and upgrading the tables and chairs.

Committee Reports

Economic Development – Tom Carty. Last meeting, January 26.

Tod Wohlfarth is providing the necessary designs of the new Town seal for letterhead, business cards, vehicles and business systems.

Joanna Virello is working on communications with Social media during power outage. She may have a new location on Route 23 for a Town sign.

Discussing a "Get Involved" campaign on Social media and the newsletter.

Website maintenance and updates. Tod Wohlfarth reported a redesign is set for July. He and Elizabeth Sheer are working on it along with heavy users of the website.

The Supervisor stated that Barbara Pascale Olsen, Chair of the Planning Board has asked the Board to approve a new member replacing the vacant seat.

Resolution #26. Approve Brandon Lentine to vacant Planning Board seat

On a motion by Councilmember Tom Carty and seconded by Councilmember Robina Ward to approve Brandon Lentine as a new member of the Planning Board.

Adopted Vote

Ayes – 5

Nays - 0

Resolved to approve Brandon Lentine to vacant Planning Board seat.

Hamlet Committee –Toby Butterfield. Not in attendance.

Their reported was circulated to the Board.

Safe at Home Committee – Joyce Lapenn. The committee has applied for a Grant from the Bank of Greene County for Senior Chore Services Day in the Fall. Last year they served nine households. The committee is also hosting a workshop in the Fall addressing the issues for making homes for Senior safe.

Public Comments – Steve Smith asked if the indebtedness of the Sewer District is accurate and how it is to be paid. The Supervisor replied the accountant is working to establish the dollar total. The Comptroller's office says it has to be paid within 12 months. There will be more in the March meeting.

Amy Davidsen asked if the LED light could be adjusted to a warmer tone.

Councilmember Ward replied they are set to a uniform color and are all calibrated to same temperature. Amy asked about the lights over the Gas Station, the Gulf.

Robina suggested writing to the Building Inspector. It is a DOT issue.

E-Code 360, Local Law #1, 2022

Motion. Classify the adoption of Local Law #1 of 2022 as a Type 2 action for purposes of SEQR.

On a motion by Councilmember Tom Carty and seconded by Councilmember Steve Tiger to classify the action of Local Law #1, 2022 as a Type 2 action for purposes of SEQR.

Motion Vote

Ayes – 5

Nays – 0

Motion Carried

Resolution #27. Enact the resolution to adopt the Local Law #1, 2022.

On a motion by Tom Carty and seconded by Robina Ward to adopt the Local Law #1, 2022.

Adopted Vote

Ayes – 5

Nays – 0

Resolved to adopt the Local Law #1, 2022

Solar Panels for Highway Garage - Tom Carty. A full RFP to install solar panels on the Highway Garage was advertised in the Register Star and on the website. The Town received one response. The response is within budget. They will mount 21 solar panels for the cost of \$24,991.00. The majority will be paid for with a NYSERTA Grant.

Resolution #28. Accept the bid to install solar panels on the Highway Garage.

On a motion by Robina Ward and seconded by Joanna Virello to install solar panels on the Highway Garage totaling \$24,991.00. The Town currently has \$20,000 with the balance coming when there is further distribution from the NYSERTA Grant.

Adopted Vote

Ayes – 5

Nays – 0

Resolved to accept the bid to install solar panels on the Highway Garage.

Grants Update - Supervisor Kersten stated he distributed the current status report Victor Cornelius submitted. Victor has had an agreement with the Town for the past three years and no grants have been awarded. The Supervisor recommended the Board adopt the RFP for a Grant writer and that Victor be given the opportunity to apply as part of the RFP process. Currently there is an urgency to fund the West End Road bridge and Supervisor Kersten recommended the Board negotiate a second agreement with Victor for that project. Discussion. Robina Ward expressed concern about the timing. She would like to review and determine what the dates are and not approve the motion at this meeting. Tom Carty asked what the dates are and said the only deadline he knew was in April for the West End bridge. The Town will retain Victor Cornelius. He has 30 days to continue the current agreement. There will be a separate agreement for the West End Road bridge. The Town is looking for a grant writer under different conditions and terms.

Resolution #29. Approve RFP (Request for Proposal) for a Grant Writer

On a motion by Tom Carty and seconded by Steve Tiger to approve the RFP as written with revisions by the Town attorney.

Adopted Vote

Ayes – 5

Nays – 0

Resolved to approve the RFP for a Grant writer.

SAM. – Tom Carty. System for Award Management will replace the DUNS number in April. An application is required. The SAM number is necessary to apply for Federal Grants. Tom requests authorization to work with this third-party service.

Res8,800olution #30. Authorize \$597.00 for Tom Carty to work with the SAM service
On a motion by Steve Tiger and seconded by Tom Carty to authorize Tom Carty to work with the SAM service at the cost of \$597.00.

Adopted Vote

Ayes – 5

Nays – 0

Resolved to authorize Tom Carty to work with the SAM service at the cost of \$597.00.

ENGINEERING. The Supervisor stated he circulated a report from Creighton Manning regarding the Whippoorwill Road intersection. He asked the Board to review and come to the March meeting with recommendations.

A meeting was held with the PAC regarding the Streetscape Project. The Engineer came up with an option #4 Next step is to organize a meeting with neighbors to have a public meeting. There is a cost estimate of \$813,000. Will need grant funding.

Robina suggested a ZOOM meeting with the PAC to discuss the #4 schematic.

Communications. Robina Ward stated the Town needs to improve communications. Recommends a communications committee with Joanna Virello as Chair. Discussion.

Resolution # 31. Pay Bills, Abstract #3

On a motion by Tom Carty and seconded by Steve Tiger to pay the bills as presented.

General	\$8800.33
Highway	22,213.13
Parks	64.26
Sewer	307.19
Lighting	922.81
Capital	925.00

Adopted Vote:

Ayes – 5

Nays – 0

Resolved to pay the bills as presented

Adjourn Meeting

On a motion by Steve Tiger and seconded by Tom Carty to adjourn the meeting at 8:45 pm.

Motion Vote:

Ayes – 5

Nays – 0

Motion Carried

The next Town Board meeting will be Tuesday, March 8, 2021 via ZOOM at 7:00 pm.

Respectfully Submitted,

Kathi Doolan, Town Clerk

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PUBLIC NOTICE

Town of Hillsdale

2609 State Route 23

P.O. Box 305, Hillsdale, NY 12529

Main (518) 325-5073 Fax (518) 325-6917

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Hillsdale invites sealed bids for the furnishing of labor and materials needed for the installation of solar panels on the Town's Highway Garage located at 165 Old Town Road, Hillsdale, NY 12529. The applicant must be recognized by New York State Energy Research and Development Authority as a NY Sun contractor. The work includes providing all labor, machinery, tools and equipment necessary and incidental to the completion of the work described in the specifications. The bids will be opened by the Town Clerk in the view of the public on February 7, 2022 and will be considered by the Town Board at the February 8, 2022 meeting.

PROJECT LOCATION

The project is located at the Town Highway Garage, 165 Old Town Road, Hillsdale, New York 12529.

PROJECT CONTACT INFORMATION

Name: Tom Carty

Title: Town Councilman

Phone: 518-325-5260

Fax: 528-325-5260

Email: vancarty@gmail.com

PROJECT OBJECTIVE

The objective and ultimate goal for this project is the installation of a small solar system on the roof of the Highway Garage to reduce the Highway Garage's reliance on traditional fossil fuel use.

PROJECT SCOPE AND SPECIFICATIONS

The project will be the Town's introduction to using solar panels. The project is modest in scope. We hope to install between 15 and 25 rooftop panels, but enough to hopefully save us 25% to 35% off the Highway Department's utility bill.

PROJECT PROPOSAL EXPECTATIONS

The Town of Hillsdale shall award the contract to the proposal that best accommodates the various project requirements.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received in person by the Town Clerk of the Town of Hillsdale no later than February 7, 2022 at Noon for consideration in the project proposal selection

process. Send proposals to Town Clerk, PO Box 305, Hillsdale, NY 12529 or send via email to townclerkhdale@fairpoint.net.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline and which provide proof of being a NY Sun contractor will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Bidder’s performance history and alleged ability to timely deliver proposed services.
2. Bidder’s ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
3. Overall cost effectiveness of the proposal.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder’s Name
2. Bidder’s Address
3. Bidder’s Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)
5. Date Bidder’s Company was Formed
6. Description of Bidder’s company in terms of size, range and types of services offered and clientele.
7. Evidence of legal authority to conduct business in New York (e.g. business license number)
8. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Proposed Outcome

Summary of timeline and work to be completed

Equipment or Service

List any equipment or services required of a subcontractor, along with a brief explanation.

Cost Proposal and Breakdown

A detailed list of any and all expected costs or expenses related to the proposed project. Summary and explanation of any other contributing expenses to the total cost.

Brief summary of the total cost of the work specified in the proposal

Insurance

Details of any liability or other insurance provided with regard to the staff or the project.

References

Provide 2 references.

By submitting a proposal, Bidder agrees that Town of Hillsdale may contact all submitted references to obtain any and all information regarding Bidder’s performance.

By order of the Town Board.

Kathi Doolan

Town Clerk